

## MITTE CARRIAGE HOUSE USER CHECKLIST

Greenlights for Nonprofit Success (Greenlights) is proud to partner with the Roy F. and Joann Cole Mitte Foundation (Mitte) to provide the use of the Mitte Carriage House facility to our members. It is our goal to provide a usable, comfortable space for meetings, education programs, board retreats, staff training and special functions. To maintain the best possible facilities for our members, we have created the following agreement, which must be completed by the member organization (User) for each use of the facilities.

The Mitte Carriage House is located at 1008C West Avenue at the corner of West Avenue and 10<sup>th</sup> Street in downtown Austin (78701). The Carriage House is situated *behind* the Mitte Foundation Offices and is accessible from 11<sup>th</sup> Street.

### ▶ MITTE CARRIAGE HOUSE USER CHECKLIST

All Users of the Mitte Carriage House are required to review this checklist and ensure that each item is completed before leaving the space.

Users are greatly encouraged to review this checklist upon entering the facility to verify that the Premises and amenities are in good working condition and to notify Greenlights of any damage immediately to avoid being charged for damage occurring from previous Users.

- All counters, tables and sinks are clean, and all utensils are washed and put away.
- All items brought into the facility, including food or drinks, have been removed from the Premises.
- Chairs are stacked and tables folded and stored under the stairs. Any furniture or other items moved for User's event must be put back in their original location.
- All trash has been removed and placed in the trash bins outside the Carriage House.
- Thermostat has been reset to 75 degrees.
- Kitchenettes, bathrooms and all meeting spaces are clear of User's items or trash. Trash bags from both kitchenettes and bathrooms have been removed from the building and placed in the trash bin outside. A clean trash bag has been placed in each bin.
- All equipment and lights have been turned off.
- The gate in front of the Carriage House is closed and the gate remote control has been placed in the key lockbox under the stairs behind the Main House.
- All doors are locked and the key has been placed in the key lockbox under the stairs behind the Main House.

For questions or urgent matters from 9am to 5pm, please contact Alanna Fraase, at 512-477-5955 ext. 271. For urgent matters after 5pm, contact Ann Starr at 512-633-4974.

## ► INSTRUCTIONS FOR NAMING THE ROY F. AND JOANN COLE MITTE FOUNDATION AS AN ADDITIONAL INSURED

All Users of the Mitte Carriage House are required to present a certificate to Greenlights demonstrating that The Roy F. and Joann Cole Mitte Foundation has been named as an “Additional Insured” on a comprehensive general liability insurance policy in a combined single limit amount of not less than a million dollars (\$1,000,000.00) prior to entering the premises. To add the Foundation as “Additional Insured” to your insurance policy (which typically does NOT increase User’s rates), contact your insurance broker or general liability carrier and provide him/her with the following information:

**The Roy F. and Joann Cole Mitte Foundation  
1008 West Ave., Austin, TX 78701**

Please send the certificate listing the Foundation to Alanna Fraase at [alannaf@greenlights.org](mailto:alannaf@greenlights.org).