



St. Paul Dog Training Club

Renting Group Checklist

This checklist itemizes the renter's responsibilities before, during and after a rental of the St. Paul Dog Training Club's facilities for a major event such as an obedience or agility trial, seminar or other event with more than 30 participants. It is a timeline that lists the duties of the renting organization. Failure to complete these tasks may result in a higher than agreed upon fee and/or possible denial of future rentals.

As early as possible:

Fill out and return to the St. Paul Dog Training Club's designated rental coordinator the **Single Event Rental Agreement** along with a deposit check, a copy of your groups **Certificate of Insurance** and a copy of this checklist signed by the renting groups designated representative. You will receive a copy signed by the St. Paul Dog Training Club's representative in return. That person has agreed to act as club liaison between the St. Paul Dog Training Club and your group/organization for your event. In the case of the event being an agility trial with limited entry, whether random draw or first received, that person will be granted guaranteed entry for up to two dogs/four runs per day at your event at normal entry fees paid by the exhibitor/St. Paul Dog Training Club representative. All your questions and coordination will be through that person or the St. Paul Dog Training Club's Rental Coordinator.

You should contact your representative in the weeks and days prior to your event to coordinate early and date of event access to the club and to update that person with your readiness for your event.

Day/Night prior to event:

Move in of crates and other materials, (food, trophies, ribbons, photographer, etc.), is sometimes limited due to St. Paul Dog Training Club's regular training schedule. Coordinate this with your St. Paul Club representative.

Day(s) of event:

You St. Paul Club Rep will be on site early to grant access, unlock doors, check equipment, etc. That individual will also be available all the day of the trial(s) for help out with other facility issues and will lock up and secure the facility at the end of the day. The renting group/organization is responsible for providing parking direction, trash haul out, cleaning the club, policing the dog exercise area, and any sanctioning body issues, (e.g. AKC), such as trial committees or dealing with unruly exhibitors or spectators. You are responsible for final cleaning of the club after your event. If you do not wish to clean the club please let us know ahead of time so we can schedule our cleaning staff. A minimum of \$160, per the contract, will be deducted from your deposit. Please note, inclement weather can create conditions that result in the club getting really messed up and that could result in a higher fee being deducted from the deposit.

_____/_____/20__

Accepting for renting group/organization

_____/_____/20__

St. Paul Dog Training Club Representative