

## **House Management**

The Host represents The 418 Project and provides a safe and knowledgeable set of standards for the renter. The Host has high integrity, is free of substances while working, and has clear communication and boundaries. The Host arrives *at event Doors*, and stays until end of event.

### **Roles**

- Arrives at event load-in time
- Supervises security
- Answers questions
- Ensures renter is following The 418 Project policies
- Is on-site for the event's entirety
- Is free of substances for the event's entirety

### **Host creates structure of evening**

- Walk thru every 15 min, no alcohol, oversees renter doing pat-downs, checks restrooms/facility
- The Host has final say and can shut event down if necessary
- Host can send Security home, subject to their discretion
- Knowledgeable about facility, including exits/entrances, parking lot, sound system

### **Event End and Payment**

- Host makes sure property is cleaned-up, trash is taken out
- Ensures Security is paid
- Ensure event is paid for based on contract
- Communicates with The 418 Project Staff when necessary

*Hours are flexible*