

GUIDELINES FOR FELLOWSHIP HALL USE

DOORS

To unlock any of the crash bar, exterior doors, first press and hold the push bar in. Next, insert the hex key, found beside the door, into the hole and twist to the right to secure the bar in open position. To lock the doors, push the bar in and use the hex key, turning it to the left, releasing the bar and allowing the door to latch.

LIGHTS FOR FELLOWSHIP HALL

The lights for the interior of the FH are located in an electrical box on the wall in the hallway across from the water fountain. The two switches to use are marked.

HEAT/AC

The thermostat is in the hallway near the water fountain. It is set to run a program. If you alter the setting for your event, please restore it to the program thermostat settings.

KITCHEN

You may have ice, but do not put hands in the ice machine. Use the ice scoops stored on top of the ice machine. You may get water to make coffee, but clean up any spills and throw coffee grounds in a SMALL trashcan, then take your trash out and replace the liner. The large trashcans are for large events only. Unless previously arranged, kitchen use is limited to the above and we request our utensils and supplies not be disturbed.

ROOM LAYOUT

Leave it like you found it unless other arrangements have been made.

CLEANING

Wet wipe all surfaces, tables and chairs used by your group. Sweep and, if needed, mop (in closet between bathrooms) the floors. Wash and dry kitchen sinks. Remove all trash to the outside dumpster and replace trashcan liners.

LEAVING

Do a walk thru to make sure you have not left anything and that the rooms are clean. Reset the Thermostat. **TURN OFF ALL LIGHTS** (check the bathroom lights). Lock all doors.