

RENTAL PROCEDURES

When application is returned to the office:

1. The Key Card & Gym Key will be issued the week of rental.
2. When entering the building, the white key card can be swiped at the reader on the east door for entry.
3. The middle door can be unlocked with the allen wrench, lock when leaving.
4. The actual key is to be used in the gym lock. When done lock the door.
5. Gym lights can be turned on by using the brown switches marked lights. They are on the north side of the gym. Please make sure all lights in the gym are off when leaving.
6. If using the kitchen, please pull the serving window down before leaving.
7. If you use the kitchen door to outside, please make sure that it is locked when done.
8. Cleanup before leaving, sweep the gym floor, use the broom/dust pan in the storage room put dirt, garbage etc. in the garbage cart in the entry.
9. Check the hall doors to the North (inside & out) to be sure the entry there is locked.
10. Return keys to the office window and drop them in the silver drop box slot.