

## **Gleneden Beach Community Hall**

### **Check In List**

A. Make sure all doors to the outside are unlocked while Hall is occupied.

B. Light Switches:

Kitchen, main hall lights and fan switch are located on the wall just inside kitchen doorway, to the left side.

Switch for light above sink area is on the left through the other kitchen doorway.

Bathroom light switch is on wall between serving counter and far kitchen door.

Switch for West Wing (back room to the west) is just inside door to the left.

C. Heat thermostat is on the wall just to right of serving counter. Heat should not be set above 72 degrees, and set back to 55 when leaving. Turn ceiling fans on to bring heat down from ceiling if needed.

D. Permission is needed to use the gas fireplace. Please do not turn off the pilot light.

E. Any decorations need to be attached with blue painter's tape. Your \$100 deposit will be forfeit if we find anything taped/tacked/glued to any surface.

NOTE: Absolutely NO GLITTER allowed!

**Emergency # 541-992-5293**

