

## ***Parking:***

- **When the library is open**, please park across the street at the school.
- **When the library is closed** you may park in the library parking area.

## ***Getting in:***

Use the key you were given to open the front door. You may, if you wish, unlock the front door. You can do this by depressing the latch bolt and turning the key in the lock to the right/clockwise. The **door must be locked upon leaving for the evening.**

## ***Lights:***

- The indoor entry light is located to the left of the closet doors.
- The Hawks~Hayden room lights are on the left as you enter the room.

## ***Sign in & record number of people attending:***

Please fill in attendance form. You will find this in the cupboard to the right of the sink on the top shelf.

## ***Amenities:***

- The coat closet in the entry is available for coats.
- There is no phone in the Community Room.
- ***Heating and cooling:***
  - The **thermostat** is on the left near the light switch. You must **turn the temperature down to 59-60 when you leave.**
  - The **air-conditioner control** is on the far wall as you enter. **Please only use this in hot weather and turn it off when leaving.**
- ***Refreshments:***
  - You may use the coffee maker in the Community Room.
  - **You are not allowed to serve red juice or alcoholic beverages in the Community Room.**
- ***Furnishings:***
  - You may rearrange the furniture. Please put it back the way you found it.
- ***A/V Media cart and Projection screen:*** available for use by prior arrangement

## ***Cleaning up and leaving***

- Brooms and a vacuum can be found in the coat closet. Other cleaning implements can be found under the sink.
- If you used the media cart or screen, follow shut down instructions.
- **Unplug** the coffee-pot
- **Arrange furniture** as it was when you entered.
- **Turn the heat down** to 59-60 or **turn off** the air conditioner.
- **Turn off** all lights and **make sure that the two exterior H-H Room doors are latched.**
- If you are closing up, you **must:**
  - **Exit through the main entry.**
  - **Turn off indoor entry light.**
  - **Lock the door when you leave, and make sure it is locked by pulling on it.**