

FORESTBURG COMMUNITY CENTER

RENTAL CHECKLIST FOR OPENING & CLOSING

-TO OPEN DOOR FOR PUBLIC ACCESS

-DROP THE ATTACHED PIN IN THE HOLE OF THE PANIC BAR ON THE LEFT DOOR

-TO TURN ON HEAT OR AIR CONDITIONING

-FLIP THE SWITCH UP TO OCCUPIED (LOCATED JUST INSIDE MAIN HALL DOUBLE DOORS BY MAIN LIGHT SWITCHES)

-FOR LARGE CROWDS FLIP THE SECOND SWITCH TO TURN ON ROOF EXHAUST FANS

-TO TURN ON LIGHTS

-FLIP DESIRED SWITCHES UP, THE MAIN HALL POT LIGHTS AND SIDE LIGHTS CAN BE DIMMED USING DIMMERS LOCATED IN LEFT DRESSING ROOM

-OUTSIDE AND ENTRY LIGHT SWITCHES ARE LOCATED JUST INSIDE MAIN DOORS

-SOUND SYSTEM

-IF YOU WOULD LIKE ACCESS TO THE SOUND SYSTEM, PROJECTION SYSTEM, STAGE LIGHTING OR DANCE FLOOR ICICLE LIGHTS, PLEASE CONTACT ONE OF THE FOLLOWING FOR BASIC INSTRUCTIONS , ORIENTATION, and ACCESS CODE TO ROOM

Carl Jahns 780-582-2181

Bob Coutts 780-679-4721

TABLES & CHAIRS

EXTRA TABLES AND CHAIRS ARE LOCATED IN THE STAGE RIGHT DRESSING ROOM, OR IN THE BASEMENT (ENSURE ANY EXTRA TABLES AND CHAIRS ARE PUT BACK)

DO NOT ATTACH ANY DECORATIONS TO THE WALLS

DO NOT ALLOW ANY CONFETTI TO BE USED

-ENSURE NO DRINKS ARE CARRIED ONTO THE DANCE FLOOR (THIS IS A WOOD FLOOR AND THE MOISTURE FOR SPILLS WILL DAMAGE IT.

PLEASE ASK DJ OR BAND TO REMIND THE CROWD **"NO DRINKS ON DANCE FLOOR"**

-EVENT MUST CEASE AND GUESTS DEPART BEFORE 3 AM

CLOSING

-MAKE SURE ALL DOORS ARE CLOSED SECURLY

-ALL EXTRA TABLES AND CHAIRS RETURNED TO STORAGE OR BASEMENT

-ALL TABLES WIPED OFF

TABLES AND CHAIRS PUT BACK IN ORIGINAL LAYOUT (LAYOUT DIAGRAM IS LOCATED BY LIGHT SWITCHES)

ANY WET SPILLS ARE MOPED UP (JANITORS SUPPLIES LOCATED ADJACENT TO KITCHEN)

ALL GARBAGE IS HAULED OUT TO DUMSTER ACROSS THE ROAD FROM KITCHEN

CHECK BLATHROOMS FOR SPILLS , UNFLUSHED TOILETS, OR LOOSE PAPER

HEAT OFF

LIGHTS OFF (INSIDE AND PARKING LOT)

DOOR PIN REMOVED SO MAIN DOOR LOCKED