

VESPER COMMUNITY CENTER RENTAL INSTRUCTIONS

WHEN OPENING FACILITY:

1) Using key obtained from outside lock box, unlock entrance door and open it. To keep door UNLOCKED - push the exit/panic push bar in, and while holding it in the pushed-in position, use the velcro strip to keep the bar tightly in the pushed in position (to keep the doors unlocked). Do this to both doors. Note: the thumbscrew locks no longer work. Return key to the lock box and close the digital lockbox. Please do not keep the key on your person. Sometimes after unlocking the door, the concealed vertical rod will not reset in the door preventing the door from closing, DO NOT FORCE THE DOOR closed - just push the exit/panic bar in and out a couple times and it will reset.

Note if you need to use the rear (WEST) entrance doors- they can be opened from the inside only. They do not use the same key as the main entrance doors.

2) Light switches for main hall are inside Concession Stand against the wall under fuse panel directly in front of you as you walk into the concession stand. (each bathroom has a light switch in the hall leading to the bathroom)

3) GAS - if you are using the Samsung or GE range/ovens (never use the double griddle or old oven) - the main gas switch is a RED turn knob. When you first walk into the concession stand, immediately turn left (go east) and it's on the right wall about 8 feet in (south wall) on the wall above the counter on the right wall (south wall) next to the pantry closet. The individual gas knobs to the oven/ranges you are allowed to use are already turned on. They are electronic ignition and no pilots have to be lit. NEVER use the two large older gas griddles or the old oven.

4) There are two thermostats on the back wall in the main hall. They work like a home thermostat and are programmed for 55 in the winter and 80 in the summer- to override, use the + or - to set your desired temperature, then push the mode button once or twice so it goes from temporary to permanent -otherwise it will go back to 55 or 80 at the next interval time. If you forget to make it say permanent, you can change the temp again later if it does reset.

5) There is also a thermostat that controls the temp for the bathrooms and kitchen- it is located immediately on the right when you walk into the concession stand and it's a manual thermostat. If it's in the OFF position, move the switch to COOL or HEAT as desired.

6) The light switch to the mens and ladies bathroom is in the hall way as you walk into each lavatory. The bathrooms are fully stocked before each event, but if you run out of paper or the dispenser stops working extra paper is in the sink cabinet/drawers.

PLEASE NOTE: Other than toilet paper/hand towels in the bathroom - no food, paper, utensils or food handling materials are included in the rental. Please do not use or take any drinks, food or plastic or paper serving goods from the concession stand. If you use any serving utensils from the kitchen, please wash and return them to the drawer they were obtained.

WHEN CLOSING FACILITY ** PLEASE DO NOT FORGET **

Leave a message at 785 524 2466 when you are finished and the last person is leaving the facility.

Trash can bags should be taken out to the dumpster. Please do not leave debris/trash/food in the facility. Extra trash can liners are in the cans underneath the liner if a trash can becomes full.

1) RESET TEMP TO 55 degrees in winter (if in HEAT mode), (82 degrees in summer if in COOL mode)) You can either toggle the mode on the backwall thermostats back to temporary (and they will reset at the next programmed interval) or you can manually + or - the temp to one of the above. The kitchen thermostat you can do the same.

2) GAS - if you used the ovens/range- be sure to make sure you turned any burners or oven you were using to the off position, and turn the main gas valve (the red knob mentioned in the opening procedures above) to the off (perpendicular position)

3) Light switches for main hall are inside Concession Stand against the wall under fuse panel directly in front of you as you walk

into the concession stand. Please turn all lights off, including bathrooms. You can leave the front entrance interior lights on.

4) To lock entrance doors, undo the velco strips to release the push in bars, and leave velcro strip loosely attached around the bar. Warning, as soon the doors close, and you leave, DOUBLE CHECK to make sure they locked and can't be open (lightly try to open them) If you used the rear exit doors for setup or take down, be sure to make sure those are locked too. If the door doesn't want to close, push the exit/panic bar in a few times, and then the door should close itself easily.

WARNING:

If you, guests or a DJ will be using the stage, BE CAREFUL AND USE AT YOUR OWN RISK

DO NOT touch the curtains (they are 70+ years old and too fragile to be used or adjusted).

DO NOT TOUCH BINGO machine which is covered in the back (it is very expensive if it is damaged in any way) Do not use the PA/microphone without permission.

Do NOT stand on tables. (any damage to tables/chairs will be deducted from sec deposit)

If renting the facility please comply with your renters agreement. Report any damage immediately.

Questions - call 785 524-2466 - you will receive a call back promptly as it texts a list of people with your message. For emergencies, call 911.

NOTE to RENTAL CONTRACT HOLDERS:

Please put all trash in trash cans and take trash bags to dumpster. If you need to mop up a spill there is a mop/mop cart in the mop closet which is in the ladies bathroom hall on the right.

If you did not pay for the cleaning fee, you are responsible for cleaning in your contract, . Wash down tables. Pick up any trash from floor, sweep the floor with the dry mop. (We will clean the floors with a machine, you do not need to wet mop the floor). Make sure bathrooms are as clean as you found them- including the toilets/sinks. Cleaning supplies are in mop room or above the triple sink in kitchen. Please reset thermostats... as directed above when you are done. if heat/cooling is left on we may hold back some of your deposit, heating and cleaning the center is very expensive.