

# Bennett Valley Guild



Historic Hall built in 1873

## Bennett Valley Guild Hall Users Guide

April 10, 2017

### Welcome to the Bennett Valley Guild Hall!

Below you will find some useful information regarding the building operations. We hope that the hall serves you well.

**Please NO SMOKING or open flames (e.g. Candles) anywhere on the property.**

**The building curfew is Midnight. No music shall be heard outside after 10 PM. You must be out of the building by midnight and have the alarm armed to avoid any penalty charges.**

You are welcome to decorate the hall but please do not make any holes in the walls or use tape on the walls or floors. Please remove all your decorations during your cleanup and replace any wall items you may have taken down.

### Orientation

Your designated Bennett Valley Guild contact person will show you the processes for opening and closing the hall, usually the day before your event.

Please make sure that your contact person has your cell phone number in case it's necessary to contact you during your event.

### Driveway Chain/Cables

Each driveway is closed off using a chain or cable. Each is secure with a padlock and you will be loaned a key that opens them. When you are in the hall, we recommend relocking the padlocks to the post or short end of the chain to keep them from getting lost. When you open the driveways, please pull the chain/cable aside to keep from damaging them or any vehicles.

- The North driveway uses a chain. The padlock at the end of the chain is the Fire Department's. The padlock that you will open is a few links down from the end. This padlock joins the two sections of chain.
- The South driveway uses a cable. When you unlock this lock, you can lift the end of the cable off the post securing it.

### Entry and Alarm System

The hall uses a state of the art access control lock system and alarm system. As a renter, you will be loaned a set keys to the driveway chain and restrooms. You will also be given codes to use for the access door lock and Alarm system.

To access the hall, use the kitchen door. You can then walk around and open the main door. Leave the main hall door open or ajar while you are in the hall since it stays locked.

To open the kitchen door, please press the "Schlage" logo on the deadbolt and then enter your door code. The lock will then unlock.

To lock the door, turn the deadbolt knob on the back of the door or press the "Schlage" logo on the deadbolt and enter your door code. The door will then lock.



**Door Lock Keypad**

**Alarm Keypad operation** – When you arrive at the hall, you have 60 seconds to Disarm the Alarm before the alarm goes off. The Alarm system keypads are located next to the both the kitchen and main doors.

To Disarm the Alarm, enter 4-digit Alarm Code you were given. To Arm the Alarm, press the “AWAY” button (no code needed).

***If you accidentally trip the alarm, please press “OFF” and enter your alarm code on the alarm keypad as soon as possible.*** You will get a call from your designated contact person on your cellphone to find out what happened.

The motion sensors are very sensitive to moving objects in the building:

- This includes air currents from the heating system or open windows and doors. Only run the heaters and/or open doors or windows when you are in the hall with the alarm disarmed. When you leave, turn off the heaters and make sure all the doors and windows are closed and locked.
- If you are decorating with helium balloons or other such items, put them up immediately before your event and take them down before you leave. Do not arm the alarm if any balloons “escape” to the ceiling. Call your designated Guild contact person if you’re unable to recapture them.



**Alarm System Keypad**

### **Electrical Circuit Breaker Box**

This is the box to the right of the main entry door, not the kitchen door. In it you will see that some circuit breakers are kept turned on with either tape or a clip. These must stay on as they operate the refrigerators, outside exit signs and lights, counter outlets, and water well.

All circuits are labeled. The water heater takes over an hour to come to temperature, so please switch it on as soon as you arrive.

The taped/clipped on breakers can still be tripped off even though they are taped. When tripped, they may still appear to be on. If any of these circuits are not working, try turning that breaker Off, then On. If you are still having difficulties, call your designated contact person.

### **The Furnace**

- **To heat the main hall and dining room using the main furnace:** Turn on furnace circuit at electrical box and turn on thermostat which is directly on your right-side wall as you enter the hall from the main door. Recommended setting is 70 degrees or below.
- **To heat dining room using the wall heater:** Turn on furnace circuit at the electrical box and turn on the thermostat on the east wall of the main dining room. Recommended setting is 70 degrees or below. The furnace may click for approximately 5 minutes before it starts. This is OK.
- **Before you leave:** Turn both thermostats to OFF and, if the heater fans are running, wait until they stop before turning off the furnace circuit breaker.

### **Water**

The hall is on a slow well. The water is potable and stored in a large tank next to the building. We will have ample water for your event if you don’t leave any sinks or toilets running unattended.

Please always double check that all the sinks and toilets before you leave. If you leave a tap running overnight, you may be out of water the next day. It takes a while for our tank to fill so you might not have sufficient water if this happens.

### **Restrooms**

Our hall is on a very old septic system. Please only use single ply tissue and do not flush anything down the toilets except a small amount of tissue other than human waste. Make sure the toilets flush completely before you leave. You will be responsible for the bill to unclog the system if it clogs. We also suggest leaving the restroom windows closed, they are hard to close if you open them. If you need to refill the towel dispensers, there is a dispenser key on a hook under the sink in each restroom.

## **The Utility Room**

Inside the utility room at the back of the kitchen you will find an extra refrigerator. You will also find cleaning supplies, find mops, and brooms that to use to clean up after your rental. If you use either fridge, please clean them out before you leave.

## **The Range**

The main gas valve at the back of the range is normally turned off when the range is not in use. Turn on the main valve before using the stove.

You must bring a "stick" lighter with you to light the stove and pilots. Burner pilots are located between each pair of burners. To light a burner, turn on the gas and use your stick lighter.

## **The Oven**

The oven pilots are located inside the on the base of oven, toward the front. You can remove the oven floor panel for easier access. **To light the oven pilots, you must press and hold the interlock button located on the front of the oven (below the door) while using a lighter or match to reignite the pilots.** Light a stove burner before attempting to light the oven pilots they will light quicker if you do.

Note that the temperature controls on the oven have a different "set" positions. This is due to the lack of parts availability during recent repair and refurbishment of the stove.

The left oven temperature is set when the chosen temperature is at the 3 o'clock position, where the "silver" raised button is. The right oven temperature is set at the usual 12 o'clock position.

Also, the oven has a separate on/off knob on the front of the stove, like the burner knobs. It's marked "Oven" and functions independently of the Oven Temperature Control.

It is recommended that when lighting a burner, you either place the kettle on the burner to be lit or that you wave your hand across the burner to be lit as you turn on the burner. This distributes the gas evenly and quickly.

## **Exhaust Fan**

Be sure and use the hood exhaust fan (switch on the wall to the left of the range), when using the range.

If you generate a lot of smoke cooking you're likely to set off the Hall's Smoke Detectors.

If this happens, immediately press "Off" at the Alarm Keypad and enter the 4-Digit Alarm Code. Do this twice. Otherwise the fire department will come. If it does happen, you are liable for a false alarm charge.

## **The Kitchen**

The counter directly facing the stove has a row of electrical outlets above it. There are also outlets on the west side of the kitchen by the refrigerator and sinks. Do not unplug the main refrigerator.

Use the strainer on the sinks to prevent clogging the traps. Make sure to clean the strainers after use.

The contents of all cupboards and drawers are for Guild use only, you must supply your own. This includes all Guild dishes, flatware, pots, pans, paper goods, and cooking utensils.

If you use the Main Refrigerator, please remove all your food and clean up any spills after your rental. Please leave any Guild condiments untouched, you must supply your own.

## **Tables, Chairs, & Other Furniture**

Your rental includes the use of 150 folding chairs and 21 tables. These are stored on racks in the Jr. Dining Room (the smaller back room). Do not move these racks. They may look like they fit through the door, but they can't be removed without causing damage to the door frames. If you try to move the chair racks, the chairs may fall off and be damaged.

If you find any folding chairs missing their rubber feet, please set them aside and do not use them in the main hall, we have extra chairs if needed. The chairs in the corner of the room are older chairs for backup use, do not mix those up with the new chairs.

If you use any of the other furniture items (e.g. the bar, movable stations, etc.) please make sure to move them in a way that does not damage the floor. You are also responsible for returning them to the Jr. Dining Room at the end of your rental.

The Hall's Wooden chairs are to be left in the main hall.

**When you re-rack the folding chairs please put them back so that they fit properly.**

You should find the tables, chairs, and racks in this position:



We have some chairs with two struts between the legs and some with one strut. All the two strut chairs must be returned to the upper tier of the chair racks to fit properly. The one strut chairs go on the lower tier of the old rack, but there's more of them, so some can go back onto the upper tier of the newer chair rack.

Note that the chair back curves in when they're properly placed back of the racks.



## Checklist for Leaving the Hall

1. Double check all hose bibs, kitchen and bathroom sinks, and toilets to make sure that no water is running. Remove the host and disconnect the dishwasher if you used it. Clean out the fridges if you have used them.
2. Clean & Put away all tables and folding chairs in the racks provided in the Jr. Dining Room (the smaller back room). Do not move racks. They may look like they fit through the door, but they can't be removed without causing damage to the door frames. If you have used any of the backup (older) chairs, do not put them back on the racks, but store them in the back-left corner of the room (that should be where you found them). Place any chairs with missing rubber feet or stabilizers with the older chairs.
3. Make sure the hall and parking lot are properly and completely cleaned. Take care to picking up all trash from the parking lot and make sure the floors and counters are thoroughly cleaned. Cleaning supplies are in utility room off the kitchen.
4. Take all trash with you. The hall has no garbage pickup service, be sure to check all 7 large trash cans in the hall and the smaller cans in the kitchen and bathrooms. You must supply your own trash bags.
5. Turn Both Heater Thermostats Off
6. If you used any balloons or other large moving objects in your decorations, please make sure they are completely removed before you depart. Any remaining may trip our motion sensors and cause a false alarm. If you have trouble capturing an escaped balloon, please let your Guild contact person know ASAP.
7. Close and Lock All Windows and Doors – please insure that all doors are securely closed and locked or a false alarm may occur. If a false alarm does occur because you haven't properly closed the hall, a False Alarm fee will be charged against your deposit. Pay attention to the new windows in the main hall. Make sure both upper and lower sash are secured with the sash lock and the security board is in place on the windows facing the parking lot. Be sure to check the:
  - a. Mens' Restroom doors and windows
  - b. Womens' Restroom doors and windows
  - c. Main Dining Room Back Door
  - d. Auxiliary (Jr.) Dining Back Door and windows
  - e. Main Hall Back Door and windows.
  - f. Stage Door and windows
  - g. Close all interior doors for fire safety
  - h. Kitchen Door and you can leave and slam shut the Main Entry when you leave
8. If you are leaving for the last time: Unlock the driveway chain padlock, then leave the set of keys you were loaned on the kitchen counter (back side on the right).
9. Switch all circuits breakers to OFF position except those to be left permanently ON
10. Set the Alarm to AWAY mode, press the AWAY button on the alarm keypad by the kitchen door to Arm the Alarm. You then have 60 seconds to leave and close the door. Double check that you've also closed and locked the kitchen door.
11. Close and Lock the driveway cables behind you as you leave.

THANK YOU! We hope you enjoyed the use of the Hall