

Gym Use Guide

WI-FI code- MVCC_Extern

Password- TwispWA200

Capacity- 540, with or w/out chairs, or 267 at tables

Doors - Square key gets you into the building and gym. Use cotter pin to keep doors unlocked after entering. Depress crash bar, slide cotter pin through hole in bar locking door in open position.

Lights - Switches for gym lights are located on either side of main gym door. For evening events, outside light switch is located to left of entry door.

Exit Doors (3) - Are located on the west side of the gym, the main gym entry and in the backroom left of stage, which must be unbolted for large events. This is a must for the fire code. Simply pull pin out of eyebolt & unlatch. Be sure to latch this door when your event is over.

Curtains - To close window curtains there is a pole located in the hall to the left of stage. Slide this on to the curtain wand to pull curtain closed. Return curtains to open position when done.

Chairs - Are located to right of the stage behind brown door. Please put back on racks as found. Return all chairs to storage when done.

Tables - Are located under the stage. Maps on either side of stage show where each type of table is located. The tables are stored on giant dollies; just pull the dolly out to access tables. Among the 6' rectangle tables, two have adjustable height legs. All others are a fixed height. Return all tables to cart storage when done.

Bar - There is a bar located on the stage that can be used for your event if needed. It requires 4 people to lower it from the stage to the gym floor. Do not drag it on the floor as it scratches the floor. You must return to the stage when done.

Disco Ball - Staff will lower disco ball or remove for your event. Lights for the ball are located near crank on the balcony rail; just plug into the outlet. Unplug all lights when done.

Basketball Hoop - Staff will raise basketball hoop in front of stage if needed before your event.

Blower – There is an over-ride timer located on the wall as you enter the arched landing going to the ladies room. It is behind the door, so look. Turn it to 30 minutes twice and it will turn the main heat on in the gym. You can also turn off the blower during your event. The switch is located on the wall near the stage light on the stage, be sure to turn it back on after your event, or the next group will be cold. The blower must be on to get heat into the gym.

Sync Phone to Speakers - We are happy to help you pair your phone with the speakers ahead of time. But, if you need to do it on your own, you will need to pair one phone only to the main

speaker on gym right. First, turn on the right speaker **only** by using power strip. Connect to our WI-FI using the code on page 1. Then connect your phone via Bluetooth by pulling the cord marked 'pair device'. Look for "Behringer". You are now able to play music from your phone through the speaker. Please do not turn up the volume on the speakers; they are set loud already. Next, turn on the left power strip for the left speaker. Pull the 'link speakers' cord on the right speaker, then the left speaker. It takes a minute but now you can have stereo. Remember if you have both speakers turned on before you begin, you will not be able to pair your device, it confuses the signal. The same is true if other phones are using Bluetooth, it can only read one at a time. Have people in the room turn off their Bluetooth.

Roller skates - Available for your skating party only. Please let us know ahead of time if you are using the skates. A big No-No is to let anyone wear their skates outside of the gym. It is dangerous and we do not allow it. The skates must be put back in order after you use them. We have a waiver to sign for these events.

Lights and Decorations - Can be used with approval of MVCC staff. Talk to staff about putting up any lights etc. If you are putting up decorations, please use painters' tape, *no tacks, pins, nails, staples, duct tape, strapping tape, etc.* DO NOT put anything on the sound panels, including tape. We have curtain rods to hang lighter weight banners etc. They are not strong enough for stringing heavy lights.

Bathrooms – Men's is located outside gym door. This is the only handicap bathroom. Ladies is located upstairs. If your lady is afraid to be in the H.C. stall while men are present, just stand at the door and ask them to wait until she is done.

Clean up- Mop & broom are in the backroom left of stage. After putting all chairs and tables away, sweep the gym floor. Spot mop any areas that need it.

Dumpster - in the parking lot on the northwest corner. Take all trash to dumpster. MVCC encourages recycling, so please recycle your items as much as possible before throwing in trash.

Closing – Be sure all chairs, tables are put away. Curtains are in the open position. All decorations are removed along with any tape. Floor is swept and spot mop as needed. Gym lights are shut off. Lock backroom exit door. Remove cotter pin from gym door crash bar, door will lock when closed. Shut off outside entry lights. Remove cotter pin from entry door crash bar, door will lock when closed. Return key to office drop box.

Personal Items – MVCC is not responsible for any personal items stored or left in the Gym or Community Center. If we find a wallet or valuable, it will be in the office at 997-2926.

Kitchen, Audio/Visual, Projector screen

To use the kitchen or our equipment, you must contact the staff before your event.