

Methow Valley Community Center - Gym Use Guidelines

WiFi: 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 the 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 the main gym door. For evening events, the outside light switch is located to the left of the 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 the pin out of the 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 the stage. Slide this on to the curtain wand to pull the curtain closed. Return curtains to open position when done.

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

Tables - Located under the stage. Maps on either side of the 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, three have adjustable height legs.

Bar - There is a bar located in the back room to the left of the stage that can be used for your event if needed. It can be rolled to your chosen bar area. Please wipe with a wet cloth prior to returning it to the back room.

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

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

Blower – The blower must be on to get heat into the gym. If the gym is cold, check that the blower is ON. The blower switch is located on stage, on the wall near the power box. You can also turn the blower off during your event if it is too noisy, but return it to ON position after.

Sync Phone to Speakers - Speakers are mounted on either side of the stage. Turn on both power strips at either side of the stage. The Bluetooth is “Klark Technic” to pair your device with the speakers.

Lights and Decorations - Discuss decorating plans with staff. If you are putting up decorations, please use painters' tape. DO NOT put anything on the sound panels, including tape. We have curtain rods to hang lighter-weight decorations.

Bathrooms – Men's room is located outside the gym door. This is also the handicapped bathroom. The ladies' room is located upstairs.

Clean up- After putting all chairs and tables away, sweep the gym floor. Clean floors with mop & broom located in the gym. Mop areas where food/drinks were served or floor was left messy.

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

Closing – Curtains are in the open position. All decorations are removed along with any tape. Gym lights are turned off. Lock the backroom exit door. Remove the cotter pin from the gym door to lock it. Shut off outside entry lights. Remove the cotter pin from the entry door and double check from the outside it is indeed locked. Return key to 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.