

## Roller Skating Party

Wi-Fi: MVCC\_EXTERN

Password: TwispWA200

Lockbox Code:

Dumpster Code:

Contact: text Anita (360) 633-6390

**\*\*When you leave make sure to pull on the doors from the outside to ensure they are locked.**

Lockbox: Enter the code, pull down on the small button at the top center and lockbox will open. Repeat this procedure to replace the cover.

Square key gets you into the building and gym. If you are using the kitchen or the balcony these keys will also be in the lockbox.

For evening events, light switch for outside entry lights is located to left of door.

Open doors and use cotter pin to keep doors unlocked after entering. Depress crash bar, slide cotter pin through hole in bar. This keeps the door in an open position.

Light switch for gym lights is located on either side of main gym door. You will not need the stage lights.

Blower switch is on the stage proper. Entry is down the hall to the left side of stage. The blower switch is near the power box next to the stage light. It is well marked BLOWER. You do not need to shut off the high low, or the summer air setting. Please leave the switch on when you leave.

Skates are located in short hall off lobby left of entrance door. There is a light switch left of door in hall.

Skates are stored in pairs. Take skates into gym to put on, do not put on in hallway/lobby. No skates are allowed outside of the gym, not to go to the bathrooms, or on stairs.

Have participants or guardians sign a Release of Liability form. One form per group is sufficient; participants can sign on the back.

Skate in the same direction for safety.

If you are putting up decorations please use painter's tape, *no tacks, pins, nails, staples, duct tape, masking tape, scotch tape etc.* DO NOT put anything on the sound panels.

Tables are located under the stage; maps on either side show where tables are located.

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Chairs are located to the right of the stage along side wall behind brown door. Please put back on racks as found.

When putting skates away please take them off in gym and return to closet. Be sure to keep them in pairs. Give them a quick spray of Lysol. Shut off hall light. Wipe skate wheels with spray cleaner.

Bathrooms – Men's is located outside gym door. This is also the only handicap bathroom. Ladies is located upstairs.

### **Playing music from your phone or tablet through our speakers:**

1. Sign into Wi-Fi: MVCC\_EXTERN Password: TwispWA200
2. Turn two power strips on at either side of the stage.
3. Bluetooth receiver is on the right side of the stage near power strip. Turn it on.
4. Turn your Bluetooth on and select "Klark Tecknic" option. Your device controls the volume.
5. If you have difficulty pairing, have everyone in the room turn off Bluetooth on their phone.
6. When you leave please turn power strips off.

**\*\*Closing: All items must be completed and reviewed by staff before cleaning deposit is returned.**

Skates are returned to the closet with laces tied together and wheels wiped clean.

Chairs, and tables are put away in the manner they were stored.

Place your trash into the dumpster outside. Take your recycling with you.

Floor is swept and spot mopped as needed. Broom and mop are in backroom left of the stage or in gym. Mop bucket is by kitchen door.

Gym lights are shut off. Gym doors and front door are locked by removing cotter pin from crash bar. Please double check the doors are locked from the outside.

Return keys to the lockbox using the same method you used to retrieve the keys.  
Enter the code, pull down on the button and replace keys.

Procedures reviews on \_\_\_\_\_

Name: \_\_\_\_\_ Staff: \_\_\_\_\_