

Methow Valley Community Center - Roller Skating Use Guidelines

WiFi: MVCC_Extern
Password: TwispWA200
Bluetooth: Klark Technik

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

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 - Are located to the right of the stage behind the 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 the stage show where each type of table is located. The tables are stored on giant dollies; pull the dolly out to access tables. Among the 6' rectangle tables, three have adjustable height legs.

Skates - Located in a short hall off the lobby left of the entrance door. There is a light switch left on the door in the hall.

- Have participants or guardians sign a Release of Liability form.
- Skates are stored in pairs. Take skates into the gym to put on, do not put in the hallway/lobby.
- **No skates are allowed outside of the gym, not to go to the bathrooms, or on stairs.**
- Skate in the same direction for safety.
- When putting skates away please take them off in the gym and return to the closet in pairs. Wipe skate wheels with cloth and cleaner provided.

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.

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 report off during your event if it is too noisy, but you **MUST** turn it back on when you leave.

Sync Phone to Speakers - Turn on the two power strips located far left and right sides of the stage. The Bluetooth receiver is on the right side of the stage. Turn it on. Turn your Bluetooth on and select the "Klark Technik" option. When you leave please turn the power strips off.

Lights and Decorations - Confirm decoration plans with staff. Please use painters' tape only. DO NOT put anything on the wooden sound panels. We have curtain rods to hang lighter-weight banners etc.

Bathrooms – The men's bathroom is outside the gym door; this is the only handicapped bathroom. The ladies' room is located upstairs. Please check all the toilets before you leave and notify staff if there is an issue so it can be dealt with immediately.

Clean up- Mop & broom are near the kitchen door. After putting all chairs and tables away, sweep the entire gym floor with the large dust mop. Mop any areas food/drinks were served or activities done that require floor cleaning.

Dumpster - 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 dumping them 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. Gym lights are shut off. Lock backroom exit door. Remove the cotter pin from the gym door crash bar, the door will lock when closed. Shut off outside entry lights. Remove the cotter pin from the entry door crash bar, then double-check it is locked from the outside. Return keys to the 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.