

Roller Skating Party
MVCC_EXTERN
Passcode- TwispWA200

Square key gets you into the building and gym.

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

Use cotter pin to keep doors unlocked after entering. Depress crash bar, slide cotter pin through hole in bar “locking” door in open position.

Light switch for gym lights is located on either side of main gym door.

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 in hallway/lobby. There is a skate key located in closet for tightening skates. There is a can of Lysol disinfectant to use on skates if you want. No skates are allowed outside of the gym, not to go to the bathrooms, or on stairs. This is important, no one wants an injury.

It works best if everyone skates in the same directions.

If you are putting up decorations please use painters 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 which tables are located where.

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

Mop for spills and brooms for clean up are located in backroom left of stage.

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.

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

Closing – Be sure all chairs, tables are put away. All decorations are removed. Floor is swept and spot mopped as needed. Gym lights are shut off. Remove cotter pin from crash bar, door will lock when closed. Shut off entry lights. Remove cotter pin from entry door crash bar, door will now lock when closed. Return key to office drop box.