

# **GARDEN HILLS RECREATION CENTER USE** **INFORMATION**

Thank you for renting the Garden Hills Recreation Center. We want your experience to be enjoyable.

**Please read this entire information sheet. Emergency Contacts are on Page 2.**

Although it is each renter's responsibility to clean the Rec Center after using it, the facility is rented with the understanding that minor cleaning may be required upon your arrival at the facility. If the condition of the Rec Center is not orderly upon your arrival, please report details immediately to **404-869-4103**.

**Please remember that failure to clean up after your event and remove your trash and garbage from the premises may result in the loss of your security deposit and/or loss of future rental privileges.**

The key in the lockbox at the front door operates all exterior doors. To open the lockbox:

- Use the small round numbered buttons to enter your entry code
- Press/slide the upper black button downward.
- The front of the box will come off giving you access to the key.
- If you have trouble, press/slide the reset button (the lower black one in the middle) before trying again.
- You will have to repeat the process to reinstall the front cover of the lockbox



There are double doors at the front porch, at the right rear of the stage, and in the utility closet in the kitchen. After using the facility, all exterior doors and windows must be locked. If you open the outside door from the kitchen utility closet, don't forget to re-secure it. If a lock malfunction prevents you from securing the premises, report it immediately to **404-869-4103**.

Not replacing the key or not locking exterior doors and windows will affect later renters and may result in a loss of your deposit. It is a good idea to return the key to the lockbox immediately after opening the door so you do not forget about it later.

Tables, chairs, and a piano are in the two closets in the main area. They should never be locked – just pull on a handle to open them.

Interior light and fan switches are located on the wall at the far left hand corner of the main room. The switch for the pendant lights over the stage is located inside the closet to the left of the stage. The hall lights leading to the bathrooms remain on all the time. Front porch lights operate by a wall switch at the beginning of the hallway. Exterior floodlights at the building corners are on a timer.

Wall thermostats are at the kitchen door and at the left front of the stage.

The building alarm (smoke or fire) does not automatically call the fire department. If it sounds accidentally, open the control panel in the kitchen utility closet and push *only the "ALARM SILENCE" button*. Do not push the "RESET" button.

**If there is an actual fire, trigger the PULL SWITCH in the main room to call the fire department, and call 911 to confirm that the alarm was received.**

**Fire extinguishers are located in the kitchen, the kitchen the utility closet, and at several locations in the main room and hallway. If you notice that an extinguisher needs recharging, please report it to 404-869-4103.**

# **KEY THINGS TO REMEMBER**

Please leave the Rec Center in the same condition that you would want to see if you were the next renter.

1. **Take all of your furnishings, decorations, food and trash when you leave.** Do not leave anything outside of the building or on the street curb.
2. Remove all decorations and signs. Remove tape, strings, ribbons, nails, staples or pushpins.
3. Sweep floors. Brooms and dust mops are located in the kitchen utility closet.
4. Food or drinks spills should be wet-mopped. A mop and wringer bucket are located in kitchen utility closet. Cleaning solutions are under the kitchen sink.
5. Place tables and chairs in the storage closet next to the kitchen. Please place any damaged tables or chairs in the front stage storage closet. If you remove the piano from the stage closet, replace it before you leave.
6. Leave the bathrooms and kitchen clean. Replace trashcan liners with the bags provided at the Rec Center. Large black garbage bags are provided for you to carry trash away from the Rec Center.
7. Remove all food and drink items from the refrigerator as well as ice from the freezer. Nothing should remain. Please advise if you find items in the refrigerator upon arrival.
8. Lock all doors and windows. Check kitchen utility closet and stage exterior doors.
9. Turn off all lights and ceiling fans.
10. Reset thermostats to 78 degrees in summer, 68 degrees in winter.

**Put the key back in the lockbox.**

Again, thank you for renting the Garden Hills Recreation Center. Feel free to call with any questions or comments. Kim Kirshtein / 404-869-4103.

**Contact Number for Emergencies Only**

**404-273-4756**