

GARDEN HILLS RECREATION CENTER USER 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.

Several days before your event, please contact us to obtain the six-digit security code that will allow you to access the Rec Center at the time of your event. You can use the code as often as you have to during the hours of your reservation. It is a very good idea to keep the code in your pocket throughout your event.

If you have difficulty using the access system, or if a lock malfunction prevents you from securing the premises, report it immediately to **404-234-4065** (our emergency contact number).

Absolutely no cooking of any kind may be done on the wooden deck. If you plan on using a grill, it must be set up on the gravel driveway a safe distance from the building. If you are using charcoal, you should bring a heat-resistant container to use to carry away your ashes. Do not dump them on site.

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. The stage and front doors should lock automatically when they are closed. If you open the outside door from the kitchen utility closet, don't forget to re-secure it.

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 in the utility closet off of the kitchen.

Wall thermostats are at the kitchen door and at the left front of the stage. For the best results, make sure that the curtain does not cover the thermostat at the stage. **Change only the temperature settings, and don't play with any of the other controls. The system will automatically select heating and cooling, as needed.**

The building alarm (smoke or fire) does not automatically call the fire department.

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

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 on the premises or on the street curb.
2. Remove all decorations and signs. Remove tape, strings, ribbons, nails, or pushpins. Do not use staples, since they are very hard to remove.
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 of the 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 the exterior door off of the kitchen utility closet.**
9. Turn off all lights and ceiling fans.
10. Reset thermostats to 78 degrees in summer, 68 degrees in winter.

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

404-234-4065