

User keeps this copy

Eugene Garden Club

User Information and Closing Procedure

Eugene Garden Club, 1645 High Street, Eugene, OR 97401-4113

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Closing Procedure

1. Return tables, collapsed, to the southwest wall(facing High Street) in wood floor room. Stack collapsed chairs along southwest wall of “stage” room.
2. Use wide dust mop on the smooth floors. Use the vacuum on the carpeted area. Equipment is next to refrigerator in workroom.
3. Double check that the kitchen stove burners and oven are **off** and appliances are unplugged.
4. Leave the drapes open.
5. **Lower** the heat to 60° F by pressing ▼ on the thermostat control.
6. Turn off all the lights.
7. Double check that the FRONT and BACK doors **ARE LOCKED**.
Front Door – rotate and push knob lock to horizontal position.
Back Door – use special steel key hanging on right side of door to turn and release lock that is in middle of push bar.
8. Place your key(s) and check, if applicable, into an envelope and drop into the mailbox slot near the front door.

General Information

1. **Building capacity is 100.**
2. If you notice a problem inside or outside the building, PLEASE CALL AND TELL US. If water is leaking, turn off if possible.
3. Absolutely no smoking or intoxicating substances of any kind are allowed on the premises. (Exception: Wine and beer allowed only with prior approval and special Host Alcohol Deposit. No alcohol may be sold))
4. Use of any open flame(s) is prohibited except for birthday cake candles.
5. **Two Fire Extinguishers *In kitchen -next to microwave**
***In workroom- on wall across from furnace**

Keys and Payment

1. You are issued one key. PLEASE do not duplicate the key. If needed, ask for additional keys.
2. When leaving, place the Garden Clubhouse key and payment (if not prepaid) in an envelope and drop into the mailbox near the front door.

Parking

1. There are six parking spaces behind the Eugene Garden Club building off the alley. One of the paved spaces is for disabled visitors.
2. Street parking is available Monday-Friday, 9-6 with a two-hour limit. Sat. & Sun. no restrictions. DO NOT park in parking lots on the west side of High Street or in the lot associated with the office building on the south side of the Eugene Garden Club house unless you make prior arrangements.

Heat

1. Turn the heat on, if needed, by only pressing ▲ to the 70°F position on the thermostat control. DO NOT TOUCH ANY OTHER HEATING CONTROLS. SERVICE CALLS THAT RESULT DUE TO NOT FOLLOWING THESE DIRECTIONS WILL BE CHARGED TO YOUR ORGANIZATION. *During November through February, you may turn on the heat one hour before your meeting. For all other times, heat should not be turned **on more that one half hour before your meeting.***
2. When leaving the building, **lower the heat to 60° F** by only pressing ▼ on the thermostat control.
3. There are three large fans in the workroom, if needed. Please return them to workroom.

Building and Kitchen Use

1. You may use the coffee pots that are stored on the open shelves. Place coffee grounds in the garbage, do not wash them down the sink drain. Items left in the refrigerator without identification and date of the group will be thrown away.
2. Wipe kitchen counters with a soapy cloth, and rinse. Place recyclable items in blue recycle container outside back door. Remove garbage bag(s) and place in the green garbage container outside back door. Do NOT place soil in garbage, but take it home!
3. **When moving tables, pick them up. DO NOT DRAG THEM ON THE FLOOR.**
4. If children are present, please supervise them. Children should not be left unsupervised in any part of the building. We have garden equipment and supplies that could be dangerous.
5. If you find the kitchen and/or meeting rooms dirty, please call us.

Other

1. When officers, or contact person(s) for your group change, please give us the name, phone, email, and address of **at least two** of your new officers or the new contact person(s).

If you have questions, please call either Peggy or Janet.

Thank you for your cooperation in keeping the Eugene Garden Club house a pleasant, affordable and accommodating place to meet.