

Monkton Community Room Instructions and Guidelines

Points of Contact:

- Sharon Gomez, Town Clerk: townclerk@monktonvt.com
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COMMUNITY ROOM INSTRUCTIONS TOWN OF MONKTON With use of Computer/ TV

OPENING COMMUNITY ROOM

1- SIDE DOOR: When reserving the community room- the town clerk will issue you a code. Use code XXXX to open the side door to the community room.

The side door will remain locked. If you want to unlock the door, there is an allen wrench sitting on the window sill directly next to the door. Put an allen wrench in the hole in the push bar and twist to unlock the door. The push bar will push in towards the door. Put allen wrench back on the window sill.

2- FRONT DOOR Locate the two-pronged key hanging on the side of the red security box. To open- key is facing diagonally up and entered into the key slot, then press up. The horizontal bar on the front door will press into the door. Put the key back on the red box.

3- LIGHTS: Lights are on sensors and turn on with movement. If needed, press the on button.

4- FANS: There are 2 fans. The switch to operate the fans is next to the side door. Feel free to use the fans. Turn fans off when done with the room.

5- SHADES: Adjust the shades for your event.

6- HEAT/COOL: The thermometer is set to keep the room comfortable. If you need to turn the heat or air conditioning up, press the arrow buttons up or down. Please turn the thermometer back where you found it.

7- FURNITURE: There are 50 chairs and 7 tables. Some of these pieces of furniture are stored in a closet when not in use. If you plan to need all 50 chairs and all of the tables, please let the Town Clerk know ahead of time.

Tables are on wheels and can easily be moved and locked into place. If you need to move a table through a doorway, you can tilt the table vertically by squeezing two release bars under the table.

5- TELEVISION: Remote is left on the computer table. There should be a HDMI cable connecting the back of the TV to the back of the computer.

6- OWL (360 internet camera) - Turn owl on by pressing button on the side. OWL is plugged into the floor outlet and computer with a cord.

7- COMPUTER: Turn on computer and monitor.

Username: Owner The password to the computer is: MONKTON#1762#

TO VIEW COMPUTER SCREEN ON COMPUTER: When television is on, press SOURCE.

Select HDMI

You *might* need to drag and drop the screen you want to share onto the television screen.

While using the community room, please feel free to use the kitchen area. Clean all dishes and wipe down surfaces if needed when you are finished.

CLOSING COMMUNITY ROOM MONKTON

- 1- COMPUTER: Log off of any personal accounts. Turn off the monitor. Turn off the computer.
- 2- OWL: Turn off owl. Press the button on the side.
- 3- TELEVISION: Turn TV off and put remote back on computer table.
- 4- FURNITURE: Please put furniture back to the standard set up. Please see photos on the next page.
CHAIRS: Extra chairs can be stacked on the rolling carts. The carts hold 6 chairs each. Check the pictures on how to stack the first chair.
- 5- HEAT/COOL- Turn the thermostat to the temperature that was set when you arrived.
- 6- SHADES: Close all shades. Lock all windows.
- 7- FANS: Turn off fans.
- 8- LIGHTS: Turn off lights. (They are on a sensor and will turn off)
- 9- FRONT DOOR: (ONLY IF LIBRARY/ TOWN HALL IS NOT OPEN) Lock the front door- slide two prong key in front the top and press down to lock position.
- 10: SIDE DOOR: If you unlocked the side door, lock it back up with allen wrench. Put allen wrench back.

Please leave room to clean up after yourself. There are paper towels and a spray bottle of cleaner to wipe down the tables. If needed, there is a vacuum in the side kitchen area tucked behind a door. Empty garbage and recycling if full. You can take the trash bags to the garbage pails outside of the side door.

How to leave the community room when finished



How to leave the kitchen area



Stacking chairs. First start by placing the cart in this direction:



Grab chair from behind by its base, place onto cart.

