

TEMPLE TOWN HALL USAGE INFORMATION

LIGHTS & THERMOSTAT CONTROL

Entering through FRONT DOORS:

- **If lights come on** when you enter vestibule, **PLEASE DO NOT TURN THEM OFF.**
 - Automatic sensors turn them on and off

After passing through second set of doors into Main Hall, you will find:

- **Light panel to your right**: Manual controls for various Main Hall lights
 - Toggle switch is for lights directly overhead, beneath balcony
 - Slide switch controls other Main Hall ceiling lights
- **Thermostat to your left**: Regulates Main Hall heat.
 - **To RAISE HEAT**: Press ▲ (Up) button until digital readout reaches desired level. Then press the **HOLD** button, to the right of Up/Down arrows, to set system at your chosen temperature.
 - **To RESET HEAT BEFORE LEAVING**: At bottom left of the digital display screen, you will see the words “**Use Schedule**”. Press the button directly below, and system will return to its maintenance setting.

- PLEASE BE SURE TO RESET THE THERMOSTAT TO AVOID WASTE OF FUEL -

Entering Main Hall through SIDE DOOR, across from library, you will find:

- **Light panel to your left**
 - First switch controls lights at front of Hall, beneath balcony
 - Second switch controls the overhead light outside the door you entered

CHAIRS & TABLES

- **Chairs**: Stored on racks in double-door closet at front of Main Hall, beneath balcony.
- PLEASE USE CAUTION WHEN MOVING RACKS IN AND OUT OF CLOSET -

- **Eight-foot tables**: Stored in Main Hall, under the stage, behind the middle and right side removable bead board panels.

- PLEASE WASH TABLES THOROUGHLY BEFORE RETURNING THEM TO STORAGE -

MAINTENANCE/CLEAN-UP

- **Janitor's Closet**: Located in Main Hall, beneath balcony - contains utility sink, brooms, bucket, mops, etc. for your use.
- **Other Supplies**: Extra paper towels, toilet tissue, etc. - stored in handicap accessible restroom, located off vestibule at front entrance. Small, built-in storage cupboard is situated to left of toilet.

WHEN LEAVING THE HALL, PLEASE BE SURE:

- **EVERYTHING HAS BEEN CLEANED AND RETURNED TO ITS PROPER PLACE -**
- **THE HEAT, IF ADJUSTED, HAS BEEN RETURNED TO ITS MAINTENANCE MODE -**
- **ALL LIGHTS NOT CONTROLLED BY AUTOMATIC SWITCHES HAVE BEEN TURNED OFF -**
- **ALL DOORS HAVE BEEN CLOSED TIGHTLY AND LOCKED -**

THANK YOU!