

## Set-up

### Entry

Use the code provided to access the key from the white lockbox outside to the right of the front door. Return **key** to lockbox right away. (You may have to reenter the code.)

### Safety

Note location of fire-extinguishers in the main room and kitchen. The main hall has 4 exits, two directly to outside, plus one via the kitchen and one via the front entry. Unlock the kitchen to outside door when you arrive.

Building phone # 360-754-4028; the phone is in the kitchen. Cell phone reception is spotty. Our street address is 3201 Boston Harbor Road NE, ½ block north of Flora Vista Road.

### Heat and Ventilation

Locate thermostat in center of North wall large room. The right side of display has up and down arrows that you touch until you reach the desired temperature. Note – in winter it can take over an hour to warm the building.

The fan switch outside the accessible restroom is summer use only, to vent the attic.

### Equipment and Janitorial

**Tables** - closet to the right of the double stall restroom. Extra **chairs** - in a closet to the right of the accessible bathroom (only these may be taken into the yard), as are **restroom supplies** and the towel dispenser key (on a hook). **Mops and brooms** - in the kitchen hall closet. **Extension cords** - check chairs closet and mop closet. Projector **screen** pulls down manually, (gently). **Whiteboards** are in tables closet.

**Wifi password** is posted above the bulletin board in the foyer and in table closet (bulletin board).

### Kitchen Supplies

Inspect the kitchen for your use – you will likely need to put away dishes from drainer. You are welcome to use our dishes and wash them when you are done. Bleach and soap are on, under, or in the cabinet next to the sink. Extra drying racks are atop the spare fridge.

There is a fast-brewing 1.9 liter Bunn coffee system in the kitchen, with directions posted; we provide the filters. If you prefer we have a 100-cup **percolator** stored in the entry pantry. We have pump pots, two 10-cup coffee makers, and two electric kettles.

Plug in the spare refrigerator if you need it; please empty and unplug it when done.

Cupboards are labeled and stocked with utensils, pots, etc., but we cannot promise perfect order. Others have left behind disposable napkins, cups, cutlery; you may use these items.

## Restrictions

The Meeting House is alcohol-free.

We do not permit consumption of alcohol or cannabis on the premises.

Tobacco is permitted (although not encouraged) outside the building, at least 25 feet from doors and open windows.

Classroom spaces on the north side of building are not included in rental. They remain available for Quaker use only. If we are not using them, exceptions are made for someone else needing quiet privacy.

## Garbage, Recycling, Compost

**We have limited garbage capacity and encourage you to plan a waste-free event.**

City of Olympia provides materials and suggestions.

<http://olympiawa.gov/city-utilities/garbage-and-recycling/zero-waste>

**Poor trash management can lead to a loss of some or all of your deposit!**

We have containers for garbage, compost and recycling, and appreciate your using them correctly.

- Compost, recycling and trash cans are in the kitchen, under the serving counter.
- Garbage bags, small and large, are in a bottom drawer.
- If you need more capacity, large cans are outside, including extra compost bins. Place where they best suit your group.

At the end of your event, please empty your garbage, recycling and compost into the pick-up containers southeast of the building. (Edge of parking lot nearest the kitchen door).

If you are not sure if something is recyclable please default to the garbage. We don't like picking through the recycling and compost containers to pull out the garbage.

- Non-coated paper items can be placed with food scraps and coffee grounds in the green compost/ Organics recycling container.
- Tongs to help sort out recycling mistakes are in the recycling area.
- You must take your glass bottles - this building is not served with glass recycling.

We have limited garbage capacity. If you have more garbage than can fit in our container, you must remove it at the end of your events. Restroom trash is not a concern if it is less than half-full, and a few items left in the kitchen trash / recycle is o.k.

Beyond this amount you must be responsible:

**Excess garbage or spoiled recycling may result in partial loss of your deposit.**

- \$10 per bag that is not left in or next to the trash bin.
- \$25 (minimum) if you leave your trash for us to bag up and dispose of.
- \$25 if you fill a recycle bin with garbage.

Please also remember to check both refrigerators and take your perishable foods home.

A Closer's Checklist is on the door inside the "TABLES" closet (by the double stall restroom).

## Putting things back

Return folding chairs and tables to closets.

Return upholstered wood chairs similar to photo on clipboard (a hollow circle or square).

Please -- no chairs along the **North** (thermostat) wall, to allow room for **wheelchairs** to pass. Extra chairs may be placed along the south (window) and west walls.

Turn down thermostat.

Check grounds and pick up all cigarette butts. (We have many small kids at the Meetinghouse and we don't want them playing with/trying to eat them.)

## Cleaning

You are not expected to do a detailed cleaning of fixtures and floors. We do ask that you use a broom and or mop on spills, found in the closet next to the kitchen utility entrance. Other cleaning supplies are kept in that closet as well. We do expect that you:

- Wash all dishes. Please leave them in the rack to air-dry as required by the Health Dept. or leave them in the dishwasher
- Rinse out sinks, drain basins, and empty sink strainers into compost.
- Check restrooms – be sure toilets aren't left running, toilet paper is in place.
- Empty garbage, recycling. (More detailed instructions are attached.)

## Lock-up

Please check from the outside to confirm that all doors are closed, latched, and locked.

The double front doors are tricky to latch. It may be easiest for the last person to exit from the kitchen, as this door can lock behind you.

Double-check that the key is placed back in the lockbox.

## Feedback

Please let us know about your experience. Please fill out our rental feedback form – we read every word. Please tell others what a great space this is! Rent it again!

## Contact information / Questions / Concerns

Back-up numbers, area code 360: 790-9747 Callie Wilson; Jane / 943-2503 Alan Mountjoy-Venning. Additional building emergency numbers are posted near the kitchen entrance.

The building address is 3201 Boston Harbor Road NE, ½ block north of Flora Vista Rd.

Building phone # is 360-754-4028. WiFi - password in chairs closet. Cell phone service is spotty. Verizon users find coverage is best at roadside. Short texts best.