

Greater Hansville Community Center

Quick Building Guide

Welcome to GHCC. We sincerely hope your event is a wonderful experience and the building functions to your every expectation.

Here are a few helpful hints that might help.

- 1) **LIGHTS:** Turn on the lights by rotating the light rheostats to the right until you reach the intensity you need. To turn off the lights rotate the rheostats to the left until you feel a slight detent/click.
- 2) **HEAT:** The heater thermostats timer knobs are located on the walls of each **room**. To turn on the heat simply rotate the timer knob below the thermostats to the right until you reach the appropriate time desired.
- 3) **PARKING LOT LIGHTS:** The Parking lot light controls are located in the storage closet (Just to the right of the entrance). The controls are on the west facing wall next to the large metal heater box. The instructions are there. Please review and follow them closely.
- 4) **CHAIRS AND TABLES:** There are extra chairs and tables located in the storage closet just to the right of the hallway entrance. Please use two people to navigate the chair dollies.
- 5) **RESTROOMS:** The restrooms are located down the hallway. Please turn off the lights and fans when the restrooms are not in use and before you leave.

If you should experience something unexpected or have a question about the building please call Connie Gordon @ 360-271-6166 or Christy Mackey @ 206-920-7236.

IMPORTANT NOTE: It is important that you leave the building in the condition you received it in. Please follow all of the instructions provided in your rental packet and use the checking out checklist.