

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. **KEY FOR FRONT DOOR:** Contact the Rental Coordinator the day before the event to get the code to access key box A, which has the door key for renters. Return the key to box A when you have finished using the building. At the same time, ask for the **4-DIGIT CODE FOR THE PADLOCK** on the GHCC garbage dumpster near the fence. You will need that code when you dispose of your trash when cleaning up the facility at the end of your event.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **GARBAGE DUMPSTER:** The GHCC garbage dumpster is located along the east side of the parking lot between the Kitsap County garbage dumpster and the GHCC recycle dumpster. Use the dumpster padlock key code to unlock the dumpster when disposing of your garbage during cleanup after your event.

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.

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