

INSTRUCTIONS FOR THE USE OF JOHNSTONE HALL

COLLAPSIBLE WALL

Johnstone Hall is separated from the Parish Hall by a collapsible wall. This wall is to remain intact unless you are renting both halls for your event. When renting both halls, please make arrangements with the office staff to have this wall folded prior to your event. Please do not attempt to open or close the folding wall which requires a special tool and training.

TABLES AND CHAIRS

Please make arrangements with the office staff as to your needs for tables and chairs. They will be placed against the wall in Johnstone Hall prior to your event. Please return them to that location at the conclusion of your event.

TEMPERATURE

The thermostat for Johnstone Hall is located on the wall to the left of the stage. It is on a set program, but the temperature setting may be adjusted by pressing either the UP or DOWN arrows on the thermostat to the desired temperature. The system should be set on either HEAT or COOL and the fan set to AUTO.

DECORATIONS

When decorating, please use masking tape and do not put tacks or nails into the wall paneling or collapsible wall. All decorations must be taken down immediately following your event unless other arrangements are made with the parish staff.

BASKETBALL BOARDS

Should you want the basketball boards folded back for your event, please arrange for this with the office staff prior to your event.

STAGE

The stage in Johnstone Hall is off limits unless special arrangements have been made with the office staff. Please do not allow children to sit on the edge of the stage with feet dangling or to run up on the stage or through the curtain.

RESTROOMS

Restrooms are located through the double exit doors at the east end of Johnstone Hall. Please ensure the restroom lights are off when you leave the facility.

CLEANUP

It is the renter's responsibility to leave the facility in the same condition as it was prior to the event. Please dispose of the trash from your event in the dumpster in the north driveway of the campus. Clean trash bags should be placed in the trash containers. Any stains on the carpeted area in Johnstone Hall should be reported to the office staff.

LOCKUP

At the conclusion of the event, it is the renter's responsibility to ensure that all lights are out and all doors locked. Any key borrowed for access to the buildings should be returned to the church office immediately following the event. Should the office be closed, place the key in the mail slot to the right of the office door. The Rector, or designee, reserves the right to recall a key from any individual or organization.