

Holley Hall

Opening and Closing Procedures

OPENING

1. The West Lobby is a key-coded lock; the code is four numbers. The code will be given to you at the end of your walk through or sent in an email.



2. The West and Front Lobby doors lock from inside with a deadbolt (top and bottom) and a push bar. To unlock, disengage the deadbolts and use allen wrench key to the right on the windowsill to unlock the push bar.



3. To turn lights on in the Hall, you will enter from the West entrance and the light switches will be to the Right as you enter the Hall. The secondary light switches are located to the back stage left.



Front West



Back Stage Left

4. To turn lights on for the upper balcony and front porch, these are located to the right of the BRD Office Door in front hall.



5. Trash and Recycling must be taken with you at the end of your event. If not, your deposit check will be applied.



6. The sound system is operated by the locked box to the left of the stage. Adjusting the volume can be accessed by your phone and by the volume setting above the sound system.



7. Elevator. An ADA elevator is located in the handicapped-accessible entryway (West Side entrance with door code). No key is required to use it.



8. Window Curtains. **DO NOT PULL on curtains;** they are activated by a remote. The remote is located on the sound system and on the bookshelf in the front entryway.



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CLOSING

1. Garbage and Recycling to be removed from the Hall after your event.



2. SWEEP AND MOP the Hall. Your deposit check depends on this closing procedure. If the Rec Dept. has to sweep and mop after your event, you will not receive your deposit back.

3. Reset the thermostat if you made any changes to the system.



4. Turn off all lights in main hall and lobby

5. Exit through the West entrance; the light in that hallway will turn off automatically

If you have a problem closing, please call the
Bristol Police at 802-453-2533.

For emergencies, please call 911,
For non-emergencies call 802-349-8558