

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.



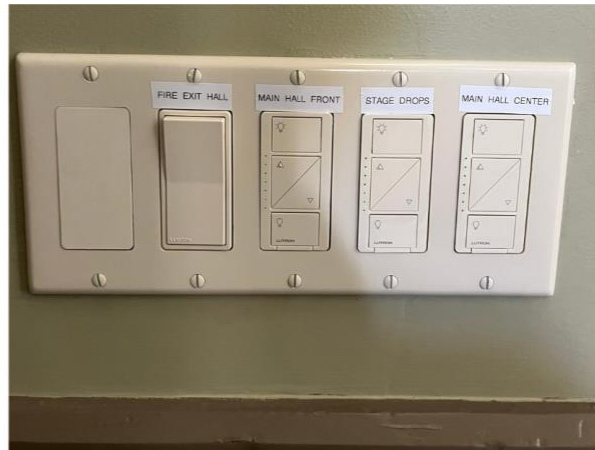
2. The West and Front Lobby doors lock from inside with a deadbolt (top and bottom) and a push bar. To unlock, disengage the deadbolts and use allen wrench key to the right on the windowsill to unlock the push bar.



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.



Projector and Screen Set up



Stage Curtains- The pull rope is located on the left of the stage. Please use ease when working the curtain ropes.



Screen- the pull stick is located on the right side of the stage. Use the stick to hook on the pull tab to roll down the screen *DO NOT LET IT ROLL UP ON ITS OWN- OR LEAVE IT DOWN.



Projector- Power and menu located on top of projector. 2 HDMI cords, universal adaptor, HDMI/AUX splitter, and DVD player are located on the roller cart. Roller cart has a power cord- plug into the left stage outlet.



Window Curtains- REMOTE is located on the entryway shelf and on the sound system to the left of the stage. DO NOT TRY TO OPERATE THE WINDOW CURTAINS MANUALLY



Audio (AUX)- The AUX cord is set to the Hall speakers, the 25' cord is located to the left of the stage at the sound cabinet. Plug into your laptop or the splitter. If you use tyhe splitter, you must use second HDMI cord. Speaker volume is labeled and located on the wall next to the sound cabenit.

The sound cabinet is locked and no access is needed.

If you are having difficulties, please call 802-349-8558. This is the Rec Directors cell phone.

TO CONNECT YOUR DIGITAL DEVICE TO WIRELESS AUDIO SYSTEM



1  TAP SETTINGS ICON

2  TAP BLUETOOTH MENU ICON
MAKE SURE
BLUETHOOH ITS ON 

3  TAP DEVICE
JC205 
TO CONNECT

4  ADJUST DEVICE
VOLUME
YOU ARE NOW **CONNECTED** 

1:49

4:10



Holley Hall Projector Optoma 1080P

Display Settings

Part of your screen cut off?

Follow these steps:

Open computer

Settings



Select Displays

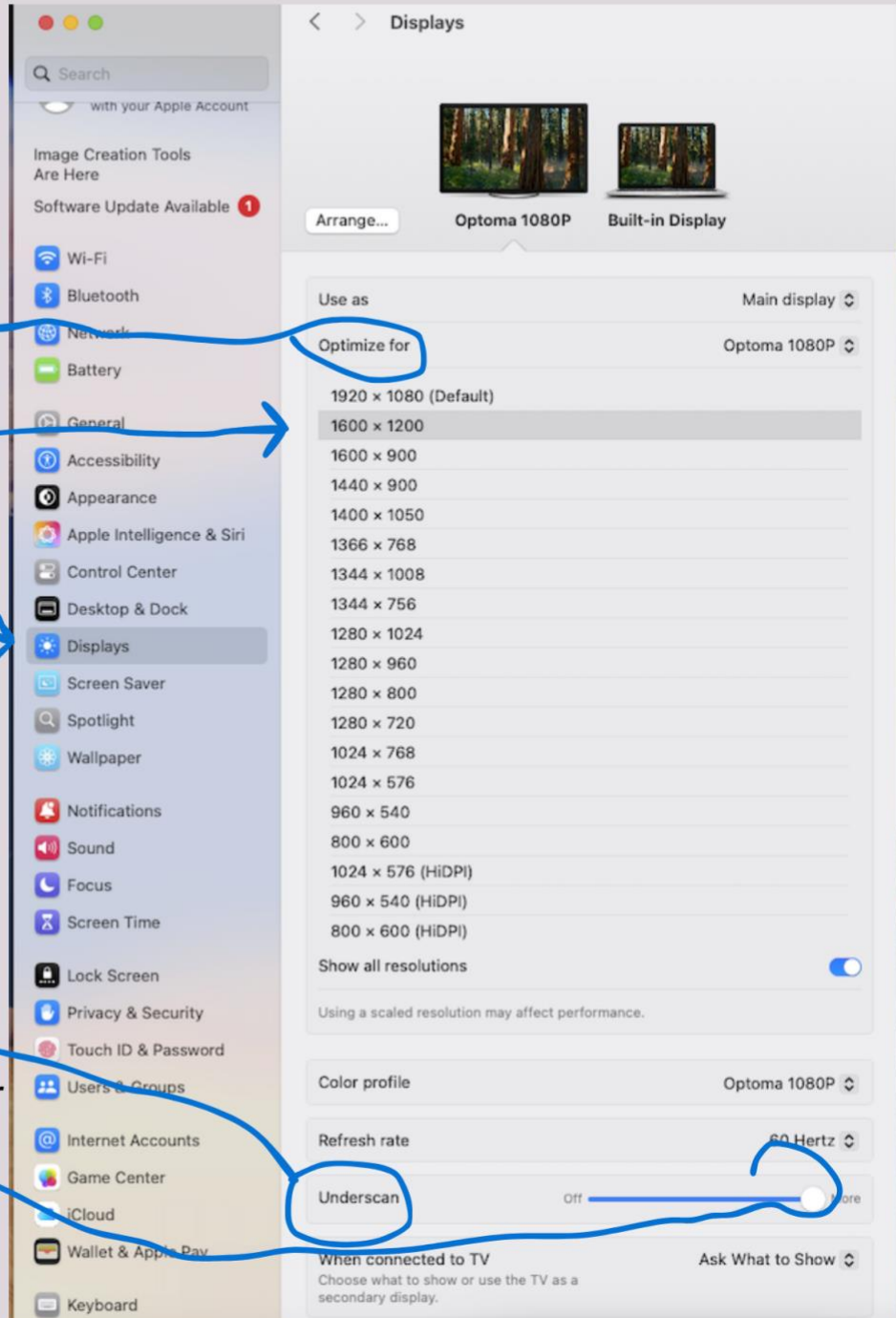
Select
Optimize for

Select Display
size
1600x1200

Turn On
Underscan

Drag Underscan Bar
to More

Image now is sized
correctly
for projection
screen !



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.



Holley Hall

Opening and Closing Procedures

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.



ATTENTION

Mop Bucket Filling Faucet Is Located Under
The Entry Bathroom Sink.

Remove Faucet Cap.



HIGH WATER PRESSURE

When Filling The Bucket, Please Turn The
Valve Open Slowly To Prevent Water
Splashback Onto The Floor.



Return Faucet Cap, Thanks
-Holley Hall



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

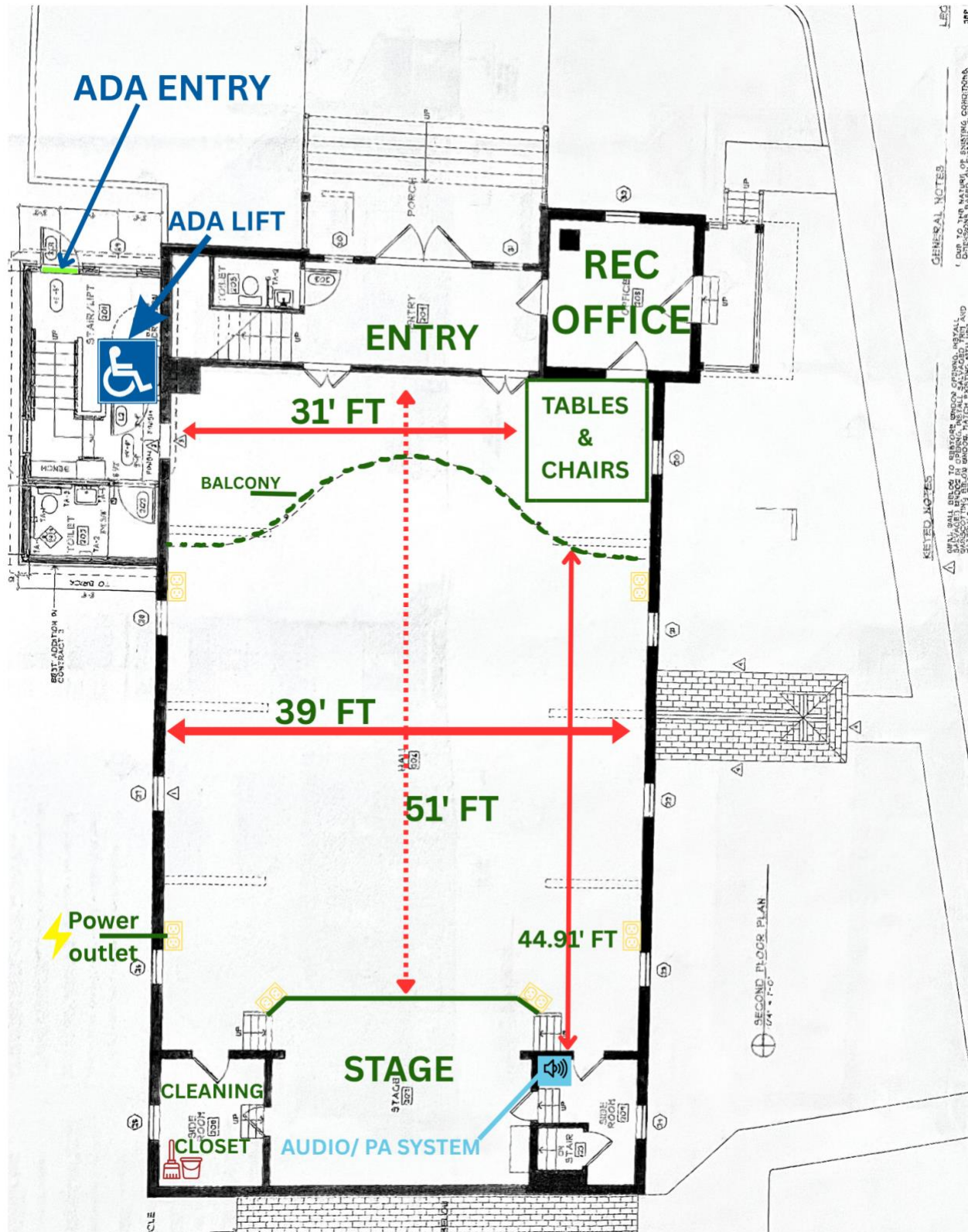


4. Turn off all lights in main hall and lobby

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



GENERAL NOTES
(SEE TO THE MATTER OF EXISTING CONDITIONS)
KEYED NOTES
GENERAL NOTES
(SEE TO THE MATTER OF EXISTING CONDITIONS)

