

Opening Procedures

1- The west lobby is a key-coded lock; the code is four numbers. The code will be sent to you beforehand.



2- The front lobby doors lock from the inside with a deadbolt (top and bottom) and a push bar. To unlock, disengage deadbolts and push bar in. To engage push bar, use allen wrench to the right on the windowsill.



3- The lights to the lobby (and balcony) are to the right of the BRD door, labeled.



4- The main hall lights are in the walkway to the left of the stage, also labeled.



5- The string lights on the balcony are activated by turning the powerstrip on, located on the right side of the railing.



5- All trash and recycling from your event must be taken with you at the end of your event. A fee will be charged for any trash and recycling left behind.



6- The sound system is operated by the box to the left of the stage. Please do not adjust volume on the system. Adjust volume on your device that is playing the music.



7- Elevator. There is an elevator located in the handicap accessible entryway. There is no key required to use. Use the buttons to activate the elevator, they are labelled.



8- Window Curtains. DO NOT PULL on curtains, they are activated by a remote, located by the sound system, or on the shelf next to the BRD office.



Closing Procedures

1- Lock front lobby door. Close door all of the way, push down deadbolt, and use allen wrench on push bar.



2- Turn off all lights in main hall and lobby.

3- Exit through the West entrance, the lights in this hallway will turn off on their own. Make sure door locks behind you.

4- If you have a problem, please call the Bristol Police at 802-453-2533, they have a key and can lock the building for you if you have a problem.