



44 Main St. Community Building / Old Firehouse Usage Guidelines

1. How to Enter the Building:

- Approach the building and stand in front of the door equipped with the keypad.
- Look for the numeric keypad with numbers from **0 to 9**.
- Enter your assigned Access Code on the keypad. Only one member of the organization should use the access code provided to them.
- Make sure to enter the code accurately, as an incorrect entry may trigger a lockout.
- After entering the code, the keypad will confirm your input and send the command to the lock.

2. Prohibited Activities in the Building:

- Absolutely no Alcohol, Tobacco, Vapes, or Marijuana are allowed in the building.
- Other than service dogs, no animals are allowed in the building. Documentation **MUST** be provided.
- Fire regulations **prohibit the use of lighted candles** or any open flame.
- Keep the Fire Exits clear at all times, **including the 2nd floor** access in the kitchen area.

3. Restrooms Use:

- Restrooms are available and located at the end of the hallway, door to the left.
- Prop the door open with the door stopper, as the door will lock behind you.
- When you return, close the door securely as the door **MUST** remain locked, preventing building access from the Public Restrooms. You can access the Restrooms from the outside sidewalk.

4. Building Heating and Air Conditioning:

- If you use the heat (winter), return the **Thermostat to 50 degrees** before leaving and locking up.
- If you use the Air Conditioning (summer), please turn the unit off before you leave.

5. Closing the Building:

- Keep the gallery, meeting, and kitchen spaces clean.
- Return chairs and tables to the Storage Room.
- Use the broom and dustpan in the kitchen area to sweep floors.
- Signs, tablecloths, and extension cords should be returned to the entry **Storage Closet**.
- Make sure to take all your trash with **YOU**. There is **No Trash Service** in the building.
- The Department is not responsible for any personal items left in the building.
- Make sure all windows and doors are locked, including the gallery space door to the back hall, interior lights off, and keep the Porch light on.
- Please remember to check the door from the outside to ensure it is locked before leaving.
- If your meeting schedule changes or items need to be addressed, please notify the Orleans Recreation, Culter, and Community Events Director.

Thank you for your consideration and cooperation. We truly appreciate it!

Failure to comply with the above guidelines may result in denial of future access to the building.