

## **VHPS/VCC INTRUCTIONS AND RULES OF USE FOR THE VENERSBORG SCHOOLHOUSE**

The following instructions/rules are part of the agreement and are posted on the refrigerator. Please read carefully, communicate them to your guests, and abide by them so that others may also enjoy the Historic Venersborg Schoolhouse.

### **WHEN YOU ARRIVE**

- Light switches are labeled. Do not touch taped switches.
- Turn on heat and/or fans if needed. Temperature is pre-set; use only heat/off switch.
- Turn on the red water valve under the kitchen sink so the toilet and sinks work.
- THEN turn on the knob on hot water heater, under counter between sink and refrigerator.
- Bring your own disposable dishes or use the dishes, tableware and serving/baking dishes located in the cabinets. If you use these, please clean and return them to the cabinets.
- You are welcome to use the coffee percolator with your own coffee. Please dump out and clean after any use. If you use our coffee, please leave a donation in the jar for it.
- Other equipment, dishes, tablecloths, and boombox are available. Please clean and put back in the same location.
- Trash bags are in cabinets above serving counter. Please remove all trash and recyclables after finished cleaning and before you leave. We do not have trash pickup at the schoolhouse.
- Do not use wood stove or outside fire pit without permission. If you'd like to use either, please contact Kathy Holtby at (360) 901-3951 or text Emily Meek at (360) 798-3931.
- Do not put trash in the outside fire pit. Burning trash is illegal in Washington state.

### **WHEN YOU LEAVE**

- Return tables/benches to their original positions if you move them.
- Wash and return tableware or serving dishes.
- Wipe down kitchen counters, sinks and tables. Place used dish cloths & tablecloths on counter.
- Wipe down the commode & sink in bathroom. Supplies are in labeled drawers.
- Clean the glass doors of any handprints, etc.
- Remove your FOOD from refrigerator/freezer. Please do not leave any food behind.
- Shake out all rugs.
- Sweep and dust mop all floors.

- Turn OFF the water heater, THEN the red water valve under the kitchen sink.
- Empty all trash cans and recycling bin.
- We do not have trash service. Take your trash AND recyclables with you when you go.
- Turn heat to “off.”
- Turn off all the lights and lock up with the same lock code you used to get into the Schoolhouse.

## RULES OF USE

- Fireworks, alcohol, drugs and smoking are prohibited in the building and on schoolhouse property.
- Weekends can be busy and the building may be used by different groups each day, so please clean up promptly and leave the Schoolhouse in good condition for the next group.
- Do not remove furniture or VCC/VHPS supplies from the building, or historic items from the walls.
- Please be respectful of our neighbors and their property.
- Keep noise/music at a reasonable level, especially evening hours after 9 pm.

## NOTES

- If you need assistance with anything in the building before or during your event, please don't hesitate to call us.
- Some cell phones do not have service at the schoolhouse, although some may receive texts. Service is more likely near the road.
- Do not use the outside fire pit during seasonal burn bans
- If you notice a problem, please notify us as soon as possible by calling Kathy Holtby at (360) 901-3951 or Emily Meek at (360) 687-1705.