

User keeps this copy

Eugene Garden Club

User Information and Closing Procedure

Eugene Garden Club, 1645 High Street, Eugene, OR 97401-4113

EGC Contact person **Janet: Phone (H) 541-686-2697 (C) 541-603-6220**

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General Information

1. If you notice a problem inside or outside the building, PLEASE CALL AND TELL US. If water is leaking, turn off if possible.
2. Building capacity is 100.
3. Absolutely no smoking or intoxicating substances of any kind are allowed on the premises. (Exception: Wine and beer allowed only with prior approval and special Host Alcohol Deposit. No alcohol may be sold))
4. Use of any open flame(s) is prohibited except for birthday cake candles.

Keys and Payment

1. You are issued one key. PLEASE do not duplicate the key. If needed, ask for additional keys.
2. When leaving, place the Garden Clubhouse key and payment (if not prepaid) in an envelope and drop into the mailbox near the front door.

Parking

1. There are six parking spaces behind the Eugene Garden Club building off the alley. One of the paved spaces is for disabled visitors.
2. Street parking is available Monday-Friday, 9-6w with a two-hour limit. Sat. & Sun. no restrictions. DO NOT park in parking lots on the west side of High Street or in the lot associated with the office building on the south side of the Eugene Garden Club house.

Heat

1. Turn the heat on, if needed, by only pressing ▲ to the 70°F position on the thermostat control. DO NOT TOUCH ANY OTHER HEATING CONTROLS. SERVICE CALLS THAT RESULT DUE TO NOT FOLLOWING THESE DIRECTIONS WILL BE CHARGED TO YOUR ORGANIZATION. *During November through February, you may turn on the heat one hour before your meeting. For all other times, heat should not be turned on more that one half hour before your meeting.*
2. When leaving the building, lower the heat to 60° F by only pressing ▼ on the thermostat control.

Building and Kitchen Use

1. You may use the coffee pots that are stored on the open shelves. Place coffee grounds in the garbage, do not wash them down the sink drain. Items left in the refrigerator without identification of the group will be thrown away.
2. Kitchen counters and stove are to be wiped with a soapy cloth, and rinsed. Recycled paper products should be placed in the large blue recycle container outside the back door. Please remove the garbage bag(s) and place in the green garbage container outside the back door. (Garbage pickup is once a week on Mondays). Do NOT place dirt in garbage, but take it home!
3. **When moving tables, pick them up. DO NOT DRAG THEM ON THE FLOOR.**
4. If children are present, please supervise them. Children should not be left unsupervised in any part of the building since we have garden equipment and supplies that could be dangerous.
5. If you find the kitchen and/or meeting rooms dirty, please call us.

Closing Procedure

1. Return tables and chairs in “front” rooms (west wood floor and west carpeted room) to where you found them.
2. **Lower** the heat to 60° F by pressing ▼ on the thermostat control.
3. Place your key(s) and check, if applicable, into provided envelope and drop into the mailbox near the front door.
4. Use wide dust mop on the smooth floors. Use the vacuum on the carpeted area to pick up crumbs around the tables. Equipment is next to refrigerator in workroom.
5. Make sure the kitchen stove burners and oven are off and appliances are unplugged.
6. Leave the curtains open.
7. Turn off all the lights.
8. Double check that the FRONT and BACK door **ARE LOCKED**.
Front Door – rotate and push knob lock to horizontal position.
Back Door – use special steel key hanging on right side of door to turn and release lock in middle of push bar.

Other

1. **If your meeting plans change**, you are responsible to let us know *as soon as possible*.
2. When you change officers or if you are a long-time renter, please give us the name, phone, email, and address of at least two of your new officers or the new contact person(s).

If you have questions, please call either Peggy or Janet.

Thank you for your cooperation in keeping the Eugene Garden Club house a pleasant, affordable and accommodating place to meet.