

# RENTAL REMINDERS

Rules are posted next to the Main entry door.

- Parking is in the lot behind the Barn, and on the South side across Route 66. Do not park on grassy areas.
- Light switches are to the left and right of the Main door.
- Heater thermostat is on the wall below the heater.
- Fan switches and outlets are on the wall below each fan.
- Loft windows can be latched open as needed. (Keep an eye on the children around those windows.)
- Outlets are located around the perimeter below the benches, and on the fan switch boxes.
- A four-way outlet is located underneath the center platform on the N side.
- Main circuit breaker panel is located on the wall to the right of the Main door.
- Be nice to our old loft floor! Running, Jumping, and Stomping are strictly prohibited in the loft.

## Closing Procedures

- Turn off all the fans, and slide the heater thermostat all the way to the left.
- Place all trash in the dumpster located in the gated brick enclosure in the parking lot. Please be tidy when disposing trash.
- Close and latch all loft windows.
- Secure the East loft door from the inside with a hasp latch and pin BEFORE locking Main door.
- Turn off all the lights with the switches on each side of Main door.
- Lock the Main door using the padlock hanging on the hook at the left side of the Main door jamb.
- Restroom building:
  - o Make sure no water is running.
  - o Leave the Men's and Women's bathroom doors completely open.
  - o Turn off all lights. The hallway light switch is outside of the glass door.
  - o Lock the outer wooden restroom house door with the padlock hanging on the hasp next to the door.

For questions concerning loft usage, call or text Joe at 405-833-1350, or Michael at 847-401-2316