

Musicians Hall Use Rules

- No Smoking in the building.
- No Unlawful activity on the premises.
- Make arrangements to remove instruments or other equipment immediately following the rehearsal.
- No tape or glue on the walls; use tacks or staples only, please.
- Hang nothing from the ceiling.
- After 9:00 pm, please close the windows and doors to prevent disturbing the neighborhood residents.
- Instructions for setting room temperature are posted next to the thermostat. **Never** leave the door propped open when heat or AC is running. To conserve energy, never set the heat above 69° or the AC below 76°.
- Keep beverages off the stage platform and pianos.
- Keep carpeted areas dry and clean.

Clean up check-off list:

- _____ Return all folding chairs to the rolling racks.
- _____ Fold all tables and return to storage cart. Place the heavy tables on the bottom and the plastic tables on the top.
- _____ Sweep floor with wide yarn-broom in center storage closet.
- _____ Put all garbage in the garbage cans.
- _____ Return the piano and any furniture back to their original position.
- _____ Close all windows.
- _____ Make sure heat or AC is turned off.
- _____ Turn off all lights (switches are on the stage, next to the doorway into the office, near the bathrooms, and by the exit door).
- _____ Make sure exit door's crash bar is released and functioning, and test the door from the outside to ensure that it is locked.