

**Friends of Soldiers Memorial Library**  
**Arts Center Building Use Policy**  
**8 Hancock Avenue, Hiram, ME 04041**  
2018 January (Revised 2019 June)

**Check-off each item as completed:**

- Complete the FoSML Arts Center Building Rental Agreement. Pre-pay the rental fee, if required.
- Obtain combination/code with approval of the FoSML Building Manager.

**OPENING UP**

Enter the building through the Side Entrance. Use the provided access code and assure that this lock has the knob turned to the “open” (vertical) position to allow others to enter.

If you are renting the Main Floor, unlock the Main Entrance door from the inside, for any of the time that this entrance is needed. You will NOT be provided with the access code for the Main Entrance; unlock this door after entering through the Side Entrance. *For fire safety, both doors must have deadbolts remain unlocked during any time that there is a gathering in the building.*

*Notice that the second means of egress for the cellar Community Room is the EXIT at the back.*

If heating or cooling is needed, adjust to desired temperature. The thermostats for the lower floor Community Room are near the furnace room door. There are two heating systems. For the Main Floor there are two heat pump thermostats. Get instructions from the Building Manager.

Please take notice of the locations of chairs, tables and other furnishings; this will enable you to return them to be as you found them after your activity is concluded.

There are two rest rooms. Assure that these are kept clean and left as you found them. Paper supplies are provided, and there should be adequate supplies in each room. Report any shortages.

The Main Floor stage is usually left open and clear for performance venues. If any furnishings for use on the stage are useful for your event, move them as needed, but return to places where you found them when done. (Some furnishings, candelabra, etc. are stored in the cellar room.)

The Main Floor stage has a lighting system. If you need to use this stage lighting, obtain directions and a demonstration from the Building Manager.

An elevator is available for persons needing with need to avoid stairs. If elevator use is anticipated, special instruction is needed. This must be planned with the Building Manager.

Kitchen facilities in the lower floor Community Room are available for use. If you need to use the kitchen, please have the Building manager discuss details with you regarding what is needed and how the kitchen will be used.

Spills and clean-up are the responsibility of the Renter. *Clean up immediately and assure that carpets are not stained.*

**CLOSING**

“Carry In, Carry out.” Please assure that you take all materials with you that have been brought in. Remove any trash. We will replace any trash bags that are removed from waste baskets.

Please sweep up, vacuum and clean surfaces. A dust-pan, broom and brush are available on both floors. There is also a vacuum available on each floor. Wipe counters, tables and rest rooms.

Assure that chairs, tables, and all other furnishings are back where you found them.

Thermostats – lower to 61 degrees before leaving.

Lock the Main Entrance door from the inside. Assure that it is locked with knob horizontal.

Assure that all lights are off before leaving the building.

Finally, when the last person is leaving, turn the knob on the Side Entrance door lock to horizontal, and verify that it is locked after you are outside.