

Pompositticut Community Center:

Open/Close Procedure, using 4 digits PIN code on front door lock, issued by Recreation Dept. (This code is good for your date/time only)

- 1)Open front door; insert the Allen key located in the “key box”, to lock the crash bar in the open position. When done, do reverse and be sure to check the door is locked behind you, unless others are in the building.
- 2)To activate the handicap door openers, locate the handicap door opener over ride timer switch and turn timer to hours desired. This will automatically shut off once your specific time is over. IE: 1 hour/2 hours, etc.
- 3)To the left of the front reception desk, on the wall, you will see two wall switch buttons. Press them to turn on/off appropriate hallway lights being used. Please push these when leaving.

- 4) Enter your assigned room, push on/off light switch/s if they don't go on automatically.
- 5) Do not use any other room besides the one assigned to you, as this room may be rented out.
- 6) Look at room, if left messy/etc, take notes/pictures and inform Recreation Dept. of how you found it, so you are not blamed for it. Same if you find something broken.
- 7) Tables and chairs will be left for you per your request, please return these to the found location or according to the BLUE info sheet in each room.
- 8) The function room, 134, has a refrigerator, dry mops and dust pan/broom in second closet from left. Other rooms, there is a dust pan/broom and dry mop located near the hall water bubbler, so please use these and return them. Anything you bring in, please bring out, including trash/recycling. Your deposit may be held if not cleaned/etc.

9) When leaving, please make sure the bathroom lights in area you were in, are turn off.

*Any issues (door locked/power out/etc), call Stow Police dispatch at 978-897-4545; inform them of your issue, they will contact appropriate person to assist you. When calling, tell them your name/room number/group/cell number you can be reached/issue.

Updated 3/6/2019