

## WALDEN WOODS RENTAL CODES

EMAILING DATE: 2/xx/15

Renter: XXXXX Sponsor: NA **Sponsor must be present at the event.**

Your Meeting House Rental Date is: Sunday X/1/15. The time: 10:00-X:00 PM. Please observe the rental times. The entry and alarm devices will record. Extra "over run" charges will be applied.

**Your temporary door lock code is: 0120 Your temporary alarm code is: 6666**

The codes and code combinations are good only for the date and time you have rented.

Your Rental Coordinator is: PxXX XXXXXXXX Phone: 860-XXX-XXXX Call in advance if you wish to use TV/DVD.

### INSTRUCTIONS TO ENTER:

1. Look through the side door glass and spot the alarm pad. If red light is on, alarm is armed. If the green light is on, the alarm has already been turned off. Skip step 3.
2. To unlock the door simply enter your **lock code 0120** and push the lever.
3. You have 40 seconds to disarm the alarm. Enter the **alarm code 6666** and press the **on/off key**. If you make a mistake, just pause for a second and start over again. Do not panic even if the alarm goes off. Hit reset key and enter the code. Press on/off key. The alarm company will see the reset/correction and they will take no action.
4. Set the door slide bolt slide so door will remain slightly ajar. Otherwise it will lock.

### INSTRUCTIONS TO EXIT:

**BEFORE you set the alarm to leave, go over the checklist on page 2. The most frequent "forgot to" is adjusting the thermostat. It is costly.**

1. Move the side door slide bolt door back. As door is no longer ajar, it will be locked.
2. Stand still in front of the alarm pad until it shows "ready." If it does not come up "ready", hit the reset key. Set the alarm by entering the **alarm code 6666** and pressing the **on/off key**. Red light will come on. You have 40 seconds to leave. Exit. The door will be locked. Can't reset the alarm? Do not worry. Lock the door. Let your rental coordinator know.

See Page 2 **Print both pages and take them with you to the Meeting House.**

**Renter's Checklist:** WE DO NOT WANT TO WITHHOLD OR DEDUCT ANY MONEY FROM YOUR DEPOSIT, but the fact of the matter is that some renters do not abide by the rules for conduct and care of the facility.

Here is your check list for closing.

1. Is all the trash removed..... kitchen, both bathrooms?
2. Is the oven off?
3. **Are the bathrooms and kitchen clean? Floors included.**
4. Has the entire first floor been vacuumed?
5. Has the upstairs been vacuumed if you used it?
6. Have the folding chairs and folding tables been put away properly?
7. Has the furniture been put back in its proper place?
8. Is there any accidental damage to report?
9. Have any balloons escaped to the high ceiling area?
10. **Has the heat or air conditioning been reset according to the posted instructions?**
11. Are the front doors all locked?
12. Are the NO PARKING cones returned to the inside closet?
13. Are all signs, banners, balloons removed from outside and inside, including any tape or string you may have used to attach them?
14. Is the alarm reset or have you told the coordinator or me that it is not because you had difficulty?
15. Is the slide bolt on the side door pushed back and the door locked?

YOUR DEPOSIT **WILL NOT BE RETURNED UNTIL YOU HAVE EMAILED** [waldenwoodst@gmail.com](mailto:waldenwoodst@gmail.com) saying all the check points are covered and MH is as you found it.

Thank you in advance for helping us to keep the Meeting House one of the best amenities of Walden Woods.