

## CONFIDENTIAL MEMORANDUM

### Hall Entrance

The alarm system will be preprogrammed for your 4-digit Pass Code \_\_\_\_\_ on or by the date of your event. This Pass Code will allow you to enter the hall only during the hours indicated on your Hall Lease Agreement. If you need to access the hall to decorate the night before the event, prior arrangements must be made *and noted on the Lease Agreement*. Do NOT attempt to enter at any other time as your Pass Code will *not* disarm the system. Attempting to do so will set off the alarm and bring in the cops!

You must obtain a **key** from Elizabeth **within four days** of your event. At that time, you will be shown how to enter the building, how to work the alarm system, and the procedure for exiting after your event.

### Entering the Hall Door

Insert the cylinder key into the cylinder. Using your **right** hand, turn the key to the **right** (in a clockwise direction), retracting the latch fully until a stop position is reached. Hold the key in that position, and using your **left** hand, turn the thumb piece to the **left** (counter-clockwise). Bring the key to the pull position and remove it. You can now enter the hall and proceed to disarm the alarm system. \*Keep the key in your possession at all times - *you* are responsible for the key and lock replacement if the key is lost. Lost key, with key recovery, is at least **\$35**. Lost key, non-recovery, with lock replacement, is at least **\$65**.

### Disarming the System

When you enter the hall, the alarm indicator will sound, letting you know that the system is armed (red light). Enter your 4-digit Pass Code (you will hear a beep with each press), followed by the “**1 / OFF**” button. If you mess up when entering your number, just start over (enter it correctly at that point). The system should catch it. The system should now read “**\*\*\*\*\*DISARMED\*\*\*\*\* Ready to Arm**” (green light).

You have thirty (**30**) seconds to disarm the system and enter the building. You only get two chances to disarm the system, so be sure to press each number clearly and firmly. If you mess up, the alarm will sound and the cops will be called. In this event, you must immediately call the alarm company at **410-785-1740** to explain the situation, and then call one of the following (in this order of priority):

*Mike Crosby, Vice President (cell 443-790-3269, home 410-628-6220)*

*Ted Moffitt, Building Manager (cell 443-452-7749, home 410-239-3390)*

### Getting Ready to Leave

When your event is over, the balloons and decorations are all down, the trash is taken out, the furniture is returned to its previous location, the doors are all closed, and everyone is out of the building, you must rearm the system before leaving. Standing outside, holding the door ajar, insert the key in the door lock and turn the key to the left (counter-clockwise) *oh so gently*, just enough to release the latch. Remove the key, reenter the building, and close the door behind you. Place the key in the knox box (in the coat closet), key first (\*the only way it will go in\*), and re-arm the security system.

### Arming the System

Press in your 4-digit Pass Code, and then press the “**2 / AWAY**” button. The screen will then say “**ARMED \*\*\*\*\*AWAY\*\*\*\*\* You May Exit Now**” (red light). You will have **30** seconds to leave before the alarm goes off.

That's it! If you have any questions or problems, please don't hesitate to call.

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*The following information is provided for your decorating convenience:*

*Amenities include access to eight (8) 5' round tables, four (4) 6' rectangle tables, four (4) 8' rectangle tables, two (2) card tables, three (3) 32" white tables (by bar), metal folding chairs (on the rack), and blue padded chairs (stacked). Member has access to the bar area, keg beer dispenser (byob), and refrigerator/freezer. The coolers under the bar are unavailable (and are not to be accessed if unlocked).*