

# Canaan Hall Use & Care

- Obtain a door code from the town administrator. Do not share this code. You are responsible for all damages or expenses that occur due to misuse while you have use of the code.
- Once you have gained entry to the building, you must use the hex key that is located on the coat rack on the left of the lobby to lock open the push bar on the entry door. If you do not, the door will be locked behind you. Be sure to return the hex key to the coat rack immediately.
- Light Switch Locations:
  - Just inside the lobby entry door
  - Just inside the main hall door
  - Just outside the kitchen hallway
  - Just inside the kitchen
  - The kitchen hallway lights are on a motion sensor.
- The thermostat is on a post near the kitchen hallway. If you adjust the heat, return the heat to 55 degrees before leaving. Do not adjust heaters in the men's and women's bath rooms.
- Extra bathroom paper supplies are in the hutch in the lobby.
- When decorating do not damage any surfaces including the furniture, walls, or posts. Do not use nails or other permanent adhesives.
- Use of the upstairs allowed only with permission.
- Use of Kitchen items is limited to the 2 residential stoves and the 2 refrigerators, the counters and the sinks. The commercial appliances are not to be used under any conditions. Use of items (food, cups, supplies, etc) in the kitchen labeled with a name is not allowed. Food that is stored in the building (not brought in by you) is not to be taken or used. This includes drinks, coffee, tea, condiments, sugar, etc. It is okay to use the salt and pepper.
- The boiler room (room opposite the kitchen) is off limits. Do not enter this area. If you are experiencing problems with the heat, contact Mike Samson.
- At the end of your event, you must take all trash with you, return tables and chairs, and other furniture to the position you found it in, tidy up, and sweep the floor.
- When you leave, use the hex key to release the push bar on the entry door, return the key to the rack, and exit the building.

**IF YOU HAVE ANY QUESTIONS, PROBLEMS, OR CONCERNS PLEASE CALL MIKE SAMSON AT 603-707-9349.**

**If you have a medical emergency while at the hall please call 911 and let them know you are at Canaan Hall at 18 Orange Road, Canaan NH.**