

Jones House Community Center
Rental Policies
(Locking-up Procedures)
(Please be very careful to follow these exactly!)

For ALL renters:

1. Use the finger bolt to lock the back door.
2. Check to make sure all lights are turned off in the doorway, kitchen, and bathroom and that the back outdoor light has been turned off. (Its switch is located beside the back door.)
3. Turn off all light switches located in the back room beside the gallery door. This will turn off the main lights in the back room and most of the gallery lights as well.

If you have rented the gallery, please follow these four instructions carefully:

1. Close and bolt the back door to the downstairs gallery.
2. Close all three gallery window blinds (very important for insurance requirements)
3. Turn off the single light switch located to the right of the front gallery door. This will turn off the remaining gallery light.
4. Use the gallery key to bolt the front gallery door.

(If you have not rented the gallery, you will need to use the upstairs to return to the front door.)

Then follow the procedures below:

1. Make sure all upstairs lights are turned off in the rooms and hallway.
2. Turn off the parlor, doorway, and staircase lights. Be sure the front porch light is also turned off as well.
3. Use the entrance key to bolt the front door from the outside. Double check to be sure the door has actually locked.
4. Drop the key or keys through the mail slot in the front door from the outside.

If you have any questions about your rental, please contact

**the Jones House at 262-4576. In the event of an emergency,
the Town of Boone Police (911 or 262-4500) can locate
a representative of the Jones House.**