



# Eureka Woman's Club

*Working toward the betterment of our community  
through cultural, educational and social programs*

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## Guidelines for Using the Facility

EQUIPMENT USE AND INSTRUCTIONS. You will receive instructions for the use of the Kitchen and Wolf Stove, Cleaning tools, Stage lights, Audio System, Projector screen, and Piano care before your rental.

### LIGHTS, VENTILATION, HEAT

- A **light switch** is in each area: entrance, lounge, main hall, fireside room, kitchen, stairwell to the second floor, stage, and restrooms.
- The **main hall** ceiling fans' remote control is on the kitchen wall above the telephone.
- The **fireside room** ceiling fan has a pull chain.
- The **restrooms** have a switch on the wall for their fans.
- **Open the windows** in the main room for more ventilation. The window wand is just up the right-hand stairs to the stage beside the window. Please be careful with the new drapes.
- The **thermostat** is on the back wall in the main room.
- The **fireplace/ heater's** remote is above the mantel on the right.

### TABLE AND CHAIRS

- Setting up the **RECTANGULAR TABLES** found under the stage. Pull the rolling platform out just enough to remove the rectangular tables. Then push the platform directly back under the stage. **4 rectangular tables** are stored in the lounge. **15 Round tables** are stored in the fireside room.
- A **table dolly and a chair dolly** are up the right-hand stairs to the stage under the window.
- Please pick up **CHAIRS** and tables to move them. Dragging a stack of four chairs is especially harmful to the floors. **Please, do not drag the chairs and tables across the floor. Please.**

### MISCELLANEOUS

- **DECORATIONS.** All decorations must be **free-standing or tabletop**. No nails, pins, or tape on woodwork, curtains, ceiling, light fixtures, or walls.
- No **SMOKING** in the building or within 20' from the front door. Please take away your cigarette butts.
- **Follow ABC regulations** if you are serving **ALCOHOL** 707-445-7229.
- Set up **MOP WATER** on the back porch before people begin to use the kitchen for food preparation. Add **1 cup of vinegar** (located under the sink) to the water. Wring out the mops to **dry-damp for mopping**. Pour out the used mop water under the railing to the path below at the end of your event.

## When Leaving

- **Clean the KITCHEN** countertops, stovetop, refrigerator, microwave, and coffee pots. Remove the coffee grounds / **unplug the coffee maker**. **Mop** the floor.
- **Turn OFF the stovetop burners / leave the oven pilot lights ON.**
- **Lock** cupboard doors.
- **Take your towels, rags, and TRASH** with you.
- We provide 2 large plastic garbage can liners in the cabinet to the left of the refrigerator.

### KITCHEN, MAIN HALL, AND FIRESIDE ROOMS

- **Sweep and SPOT MOP** the floors. **Vacuum** when necessary. These tools are kept in the broom closet in the entryway. **Dry/Damp mop all floors** when necessary.
- **Stack chairs 4 high only.** Red Chairs in the main hall. Blue chairs in the fireside room. Put the stacks of chairs under the windows in either room.
- Leave **Round Tables** in place in the fireside room. **Again, LIFT and CARRY chairs. Thank you.**

**CLOSING UP:** Call for CLOSING 30 minutes in advance.

- **CONTACT INFORMATION** is on the kitchen wall above the telephone for HELP and CLOSING.
- **TURN OFF** the lights and fans. If you remember to turn off the stairwell light and the restroom fans and lights, **you are still alert!**
- **Lower the heat** to 54 degrees.
- **CLOSE** all doors and windows.
- **LOCK** the kitchen, front, and north doors.
- **Leave the building** in as good condition as you found it.
- **Take your trash and recycling with you.**
- We hope you all enjoyed your event.

Thank you for taking care of this historic building.

March 2024