

# Scoutpost Facility Use Guide

## Front Gate

When opening, for traffic safety reasons, always swing both gates fully open. When closing, configure locks & chains exactly as shown.



## Scoutpost Doors

Use the key to get into the solid metal door on the south west corner. To open the front single glass door, squeeze the breaker bar and lock in place using the breaker bar pin key (pictured). To open the back double glass doors, use the clamps to squeeze down the breaker bars. Return the clamps the way you found them when done.



**Sign In** – Use the sign in/out sheet hanging by the double glass doors to log your arrival. (pictured) The check-off list is for CLOSING.



## Closing

Sign out using the sign in/out sheet. Please don't skip any steps, all are important. These are on the sheets but deserve to be pointed out:

- Trash may be combined into grey kitchen trash. When full, move to outside trash.
- All Food Trash must be taken off-premise. We co-own the dumpster at Sherwood Pool (you can dump there)
- The kitchen & bathroom lights turn themselves off.
- Leave the main room lights off (two left switches by glass door). Leave the foyer lights all the way dim (see photo)
- Close the front gate using the picture above.



## Tables

- Black Tables and Chairs may Only Be Used Inside
- Back Tables may not be used for tool work, or craft work where they will be scratched or marked up.
- IMPORTANT – Please do not slide or drag tables & chairs as it will scratch the floor.
- Picnic Tables follow the same rules as the back tables, and are not to be used for tool work, or craft work where they would be damaged or marked up.
- White tables should be used for all tool/craft work. White chairs can be used outside

## Facility Use Outside of Normal Meeting Times

- Schedule all facility access outside of normal agreed-to meeting times, by contacting Dan Walton, prior to entering the facility. 321-693-2807 danpwalton@gmail.com