

# Apison Retreat Center

## Key Holder Responsibilities

You are responsible for the proper opening and closing of the facility and to safeguard the keys and Alarm Code. **You are not to transfer this set of keys to someone else.** Due to other activities that may be occurring, **you are to only use the keys to open and close on dates you have reserved for use.** Contact the ARC Manager to reserve the facility.

### Opening the Facility:

- A. Enter through the front gate closest to Park and Old East Brainerd Roads (near Apison Baptist Church), and the rear door near the office.
- B. Immediately go left to the storage/tool room in the foyer and turn off the alarm using the code provided to you. Failure to do so will cause the alarm to go off, and the Police to be notified and dispatched. If you inadvertently set off the alarm, immediately enter the code to turn it off and call PM Alarm at 423-870-3272 immediately. You will need to give them the password (not the entry code) in order to clear the alarm response, even though you entered the code and turned it off locally.
- C. Observe how the facility is set up and return it to that set up, unless requested otherwise by the ARC Manager.
- D. Turn the thermostats up or down for the heat/air conditioning **only** in the rooms needed for your event, closing the doors to the area to isolate the area. There are instructions near each thermostat.
- E. The rear foyer door can be “locked open” by inserting the “Allen” key in the inside panic bar handle and turning the key. The “Allen” key is located on top of the fire alarm pull station to the left of the rear foyer doors. The panic bar will then be depressed all the time. (Be sure to release the panic bar before you leave.)
- F. Interior doors noted with a sign that they must be closed when building is occupied must be allowed to close when building is occupied for Fire Code compliance.
- G. Toilet paper and paper towels are stored in the closet between the hall restrooms and are furnished for meetings only, not weekend retreats.

### Closing the Facility:

- a. Check all exterior doors for proper closure, push each door from the inside to ensure it is closed and latched completely. Dorm exterior doors must be closed hard to latch completely. Do this even if you did not use all areas since someone may have exited through other doors. Check Auditorium, Conference Room, Chapel, Storeroom and Palanca Room windows to ensure they are locked.
- b. Return furnishings to way they were set up, unless requested to do otherwise by the ARC Manager.
- c. Clean up any spills or dropped food from the dining room and kitchen floor, mop if necessary. Vacuum any areas used if necessary.
- d. Turn off all interior lights.
- e. Turn off all sound systems. Return any microphones and cables to the proper location.
- f. Ensure that the air conditioning thermostats are set to 75 degrees if set on “cool” or 65 degrees if set on “heat,” Set the blowers on each unit to “auto” rather than “on”.
- g. Put all trash in the dumpster, and replace the trash can liners.
- h. Ensure that refrigerator and freezer doors are latched properly.
- j. Ensure dishwasher is drained, strainers cleaned and turned off.
- k. Ensure coffee and tea makers are clean and turned off.
- l. Report all problems with the facility to the ARC Manager ([arc@tdsetn.org](mailto:arc@tdsetn.org)) or write them on a “Facility Problem Report” located on the Office bulletin Board
- m. Arm the burglar alarm using the alarm code. If any of the numbered stations are lit up it indicates activity in that area that must be cleared or the system will not arm. You will have about 90 seconds to leave.
- n. Be sure to chain the gates properly. The chain should be through the gate, not around the drop rod only.

### At the end of your weekend event:

- a. Contact the ARC Manager before your weekend event to schedule your Checkout. They will inspect the facility and give you the OK to depart if have you completed the cleaning (or arranged to have us clean the facility - \$300 fee) and return of all items to their proper location.
- b. Turn in the keys to the ARC Manager. Failure to do so may result in up to a \$300 charge to re-key locks and alarm system code reset.