

Orientation for the Lodge at Warren Riverview Park

Restrooms

The restrooms for the Lodge are the public restrooms just to the right of the main entrance into the Lodge. Our parks department staff will be working hard to make sure they are clean and stocked before events, but with the heavy use of the park, we ask that you please check them when you arrive for your rental. If there are any issues with the restrooms, please contact park event staff at the number you've been given.

Entry to Lodge and access to door lock/unlock override, light switches, fireplace switch, cleaning supplies, sound system



Use your key card to gain access through the main entrance, which is the door at the north end of the building nearest the restrooms. Touch the key card to the black panel with the red light on it right next to the door handle. Your key card will unlock the door temporarily. You will use your key card in the same way to access the mechanical room, where you will find light switches, the override to unlock exterior doors, cleaning supplies, the main switch for the sound system, and microphones. The mechanical room door remains locked all the time, so be sure to keep your key card with you at all times.

Doors: unlocking and locking all exterior doors



To unlock the exterior doors on the Lodge, enter the mechanical room and on the right-hand side of the lower gray electrical box in front of you, there is a switch. It is the switch in the first picture and is located in the red circle on the second picture. Flip the switch to "unlock." Once you've flipped that switch, the main door and the door closest to the river will be unlocked (but the bars will not lock down). To unlock the side doors onto the patio, with the switch in the "unlock" position, push the bars on the handles in and they will lock down. To lock all the exterior doors, flip the switch to the "lock" position. As you leave the building after your event is over, please pull on all the doors to make sure they have latched closed.

Setting lighting in the Lodge



The master light switch is inside the main entrance next to the fire extinguisher. Make sure this switch is flipped on so the dimmer switches work. The dimmer light switches to adjust the lighting in the Lodge are in the mechanical room, just inside the door on the left-hand side of the door. The switches are labeled on the photo above. The lights around the outer area of the room (Outer lights marked on photo) are not controlled by the master light switch by the fire extinguisher, so please make sure you turn them off (push the switch down until it clicks) before you leave.



Temperature control

The thermostat that controls the temperature in the Lodge is located on the same wall as the door to the mechanical room, just to the left of the sink area. To change the temperature, push the “set point” button in the middle, then push the up or down arrow to the desired temperature. Please note, the temperature will only adjust in a 4-degree window, between 70 and 74 in the summer and 64 and 68 in the winter. We recommend you set the thermostat to your desired temperature when you enter the building and check it periodically to ensure that it has not automatically bumped to a higher or lower temperature.



Fireplace control

If you would like to turn the fireplace on during your use of the Lodge, the switch is in the mechanical room, to the left of the door as you go in, on the same wall as the light switches. Push the switch up to the ON position for the fire. Push the switch down to the OFF position to turn the fireplace off. The fireplace **MUST** be turned off when your event is over and you leave the building. **You will forfeit your damage deposit if the fireplace is left on after your rental.**

Audio system



The Lodge is equipped with an integrated sound system. The main switch for the sound system is in the mechanical room in the rear corner (the big black box). Make sure the key is switched to the ON position as shown in the first picture above. Speakers are mounted on the ceiling and outdoors. There are two audio/microphone connections in the Lodge — one in the corner right next to the main entrance, and one in the corner near the doors nearest the river. The one at the end of the building nearest the river is labeled “Aux 1 Mic 1” and the one nearest the main entrance is labeled “Aux 2 Mic 2.”

There is one wired microphone, one handheld wireless microphone, and one lapel microphone available in the building. They are stored in the mechanical room. The handheld microphones are on mic stands. If you take the microphones off the stands, they **MUST** be returned to the stands in the mechanical room to be stored (as pictured at left).

To control volume on any input or microphone, either location can be used. The touch pad works like a classic iPod. Tap the raised center of the control panel to bring up your options (as shown in the third picture above). Scroll through the options by scrolling with your finger around the indented circle to choose the input you want to adjust. Once that is highlighted, tap the raised center again, and you will see a volume line across the bottom of the screen. To turn the volume up or down, scroll around the indented circle. You can adjust the volume for each input option the same way.



Use of the patio

The patio outside the Lodge is included in your rental. Please feel free to use the space. If you are serving alcohol at your event, it is allowed inside the building and onto the patio immediately around the building, but it is NOT allowed in the rest of the park. If tables and chairs are moved out to the patio, they MUST be brought back into the building after your event or you will forfeit your damage deposit. If the metal tables and chairs are moved, they must also be returned to their original locations on the patio. Please be sure to put the umbrellas down before you leave.



Garbage and cleaning

There are no paid cleaning services available in the Lodge. **If the building is not left completely clean, everything put where it belongs, with the cleaning checklist initialed and signed, you will forfeit your \$250 damage deposit.** Please be

respectful of everyone who wants to use this building and leave it at least as clean as you found it.

Cleaning supplies, including broom and dustpan, mops and bucket, and general cleaning supplies are in the mechanical room. Please be sure that you have completed every item on the cleaning checklist before you lock the building.

All trash receptacles inside the Lodge MUST be emptied at the end of your event. There are three large trash barrels behind the gated area where you can deposit all trash from your event. Please be sure to close the lids on the barrels after you have dumped your trash.



Where to leave your key and folder

After your event is over and you have cleaned the building, please leave your key card in the folder with all paperwork, including your completed cleaning checklist, in the far left drawer (in the row of drawers by the sink) closest to the mechanical room entrance. **If your cleaning checklist is not initialed next to each item and signed, you will forfeit your deposit.** Make sure that you have flipped the door lock control switch in the mechanical room to "lock" and that the fireplace is off. Once that is done, you can use the master light switch by the main entrance to turn the lights off as you leave. The doors will lock behind you. Please tug on every exterior door to ensure the entire building is secured before you leave.