



DUNE ACRES CLUBHOUSE INSTRUCTIONS FOR USE

NO SMOKING IS PERMITTED IN THE CLUBHOUSE OR ON CLUBHOUSE GROUNDS:

The clubhouse building and grounds are smoke free. Please ensure that guests do not smoke anywhere on the premises.

PARKING ATTENDANT:

Large parties would benefit from the use of parking attendants to help direct efficient use of parking grounds. Renters should make their own arrangements for parking attendants.

CLUBHOUSE KEYS:

Those who have contracted to use the Clubhouse may pick up keys at the Town Security Office. They should contact the Clubhouse Coordinator first, who will advise the Security Office of the person authorized to pick up the keys. **AFTER LEAVING THE CLUBHOUSE, RETURN KEYS IMMEDIATELY TO THE TOWN SECURITY OFFICE. DO NOT KEEP THESE KEYS OVERNIGHT.**

BEFORE THE PARTY:

CLEANING EXPECTATIONS: A complete clubhouse cleaning is not conducted prior to rentals scheduled for 75 people or less. Casual community use is common throughout the week, so small group rentals may need to conduct light pre-cleaning. Post-event cleaning is the responsibility of all renters as detailed under GENERAL CLEANUP below.

DECORATIONS: Planned decorations must be discussed with and approved by the Clubhouse Coordinator. No tape of any kind should be placed on floors or walls. Renters may access the building to decorate or bring supplies one day before the scheduled rental, not before.

FRONT ENTRANCE LIGHTS: A wall switch is located to the right just inside the front door. This turns on the outside entrance lights next to the front door and the overhead light in the foyer.

PARKING LOT LIGHTS: The switch for parking lot lights is located on the south west pole in the gravel parking lot. Please turn off lights when leaving for the night.

LIGHT FIXTURES: The light fixture switches for the two floors are located on the ground level adjacent the right sided stair case (south). One switch is for the upstairs and one for the downstairs lights. The kitchen lights are on a separate switch on the wall at the left side (east) of the (inside) entrance to the kitchen. The center overhead spotlights on the ground floor can be turned on by switches around the outside corner from the entrance to the men's bathroom. The switch for the second floor sconce lights is located next to the ceiling fans switches in the south east corner on the second floor. **DO NOT** use the circuit breakers to operate the lights or other electrical circuits. The



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switch (labeled) for the outside landscape lights along the walkway is located inside the kitchen below the circuit breaker box.

CEILING FANS ON 2ND FLOOR

The control switches for the fans are located on the 2nd floor on the wall near the southeast corner facing the main room. (Hint: the lake is north)

HEAT AND AIR CONDITIONING: The thermostat is located on the ground floor outside the ladies restroom (controls both floors.). If heat is needed, set thermostats between 65-70 degrees. At end of event RETURN THERMOSTAT TO 50 DEGREES. If air conditioning is needed, ensure the setting is on 'cool,' then set the temperature to approximately 60 degrees. Since heat rises, and the majority activity will be on the second floor, the low setting needed to cool the space. Adjust during the event if needed. At the end of the event, TURN OFF A/C.

FIREPLACES: If you wish to have fires in the fireplaces, you must have prior permission from the Fire Commissioner before lighting a fire. The maintenance personnel will light fires to ensure dampers are open, Please arrange this with the Clubhouse coordinator prior to your rental. There are five fireplaces that work, but no more than two are allowed to be used at any one time. The two fireplaces facing each other on the ground and second floors as well as the second floor fireplace at the far north end (facing Lake Michigan) are usable. Avoid two fireplace fires on the same chimney. The fires must be controlled. You must supply your own wood. Please ensure fires are completely out before leaving the building. If you use fireplaces, it is YOUR RESPONSIBILITY to clean them out. See "After the Party- General Cleanup" section for additional information.

FOLDING CHAIRS AND TABLES: These are stored in the second floor south storage room. Chairs are hanging on racks and must be replaced there after use. DO NOT ROLL RACKS out of storage room when setting up tables and chairs, as the racks will damage the wood floors. Tables should be carried and NOT DRAGGED when being set up or replaced in storage. Only use chairs that have rubber feet guards in place.

DISHES, GLASSES SILVERWARE, ETC.: Check to see if any need to be washed before use. If so, follow directions on dishwasher--additional directions are on poster against the wall above dishwasher. There are glasses, dishes, silverware and serving utensils.

TABLE LINENS: Tablecloths in a variety of patterns and sizes are available. Some are hanging in the pantry closet. Others are in large plastic tubs in shelves across from the dumb waiter. If tablecloths are used they must be washed, ironed, and promptly returned to the Clubhouse. There are dishcloths, oven mitts, and cloths to be used when draining the racks of dishes from the dishwasher. If used these must be washed and returned to the Clubhouse--or, to avoid a trip to the



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Clubhouse to return these items, you may wish to provide your own. A suggestion: You may provide your own terry beach towels for draining dishwasher racks on stainless table.

FOOD WARMER: Instructions for use are on laminated sheet on side of warmer.

HOT WATER HEATER: The hot water heater is gas-fired and turned on by an electrical switch on the wall above and to the left of the water heater. A small indicator light next to the switch will glow red when "ON". It is best to turn on the hot water heater at least 1 hour before needed. Generally, town maintenance will turn on the hot water heater prior to the event.

COFFEE POTS: There are four electric coffee pots: two 100 cup, one 50 cup, and one 35 cup. (Suggested amount of coffee to use – for 35 cups use 2 cups coffee grounds, for 50 cups use 3 cups or 12 oz., for 100 cups use 6 cups of grounds. 5 cups of grounds = 16 oz.) There are two clean buckets in the kitchen reserved for carrying water to the second floor when using the larger pots. Use the coffee pots only for coffee and hot water. The east wall outlets on the second floor are on 2 separate 20 amp. circuits.

REFRIGERATOR: Works best if turned on the day before you need it. The switch is located on the wall behind, above, and to the right of the refrigerator. Generally, town maintenance will turn on refrigerator.

FREEZER: The freezer can be used for ice storage. Please be careful to NOT DROP bags of ice into the freezer. It is better to gently lower the ice into the freezer otherwise holes can be made in the bottom liner of the freezer. Remove all left over ice and leave the lid propped open.

DISHWASHER/SANITIZER OPERATION: The hot water tank must be on to properly operate the dishwasher. The dishes and tableware should be free of any stuck food prior to using the dishwasher. Turn the switch to "ON" located near the bottom of the dishwasher door. Cycle the machine 3 or 4 prior to actually washing any items. The "AUTO/MANUAL" rocker switch should be set on "AUTO". To cycle the dishwasher, close the door and push the "START" button on the upper right of the front of the door. The machine will run for about 4.5 minutes. When it is quiet, you can open the door and remove the items which will be very hot as the machine sanitizes close to 200 degrees. Be careful when handling the hot items. To continue to cycle close the door and again push the start button, etc. **DISHWASHER SOAP AND RINSE AID ARE DISPENSED AUTOMATICALLY FROM TWO JUGS NEXT TO THE WASHER. DO NOT ADD ANY SOAP.**

When finished washing dishes turn the switch to "OFF". The machine will then pump out the residual wash water and shut down. Clean out the screen in the left bottom of the machine and leave the door propped open a bit to avoid mildew.



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RANGE: Maintenance staff will light pilots. There are eleven pilots including the oven. The nine upper on the stove top must be lit or there will be a strong odor of gas in the kitchen. The pilot lights for the two ovens need not be lit unless the ovens will be used. Notify Clubhouse Coordinator if you will be using the stove and ovens.

TELEPHONE: A telephone for local calls only is located in the kitchen on the side of the cupboard near the window facing the parking lot. Phone directories are in the drawer to the right of sink.

DUMB WAITER: To operate, push (on either floor) the black start button to raise or lower dumb waiter. If for any reason you wish to stop the dumb waiter on its way up or down, push in large red emergency button. To restart, pull red button out and push black button in. **WARNING!** Those using the dumb waiter should always call up or down to whoever might be loading or unloading to avoid someone's arms being caught when it starts to move. **IT HAS HAPPENED SO PLEASE BE CAREFUL.** Make sure your caterer or hired kitchen help is aware of this potential danger.

PORTABLE SOUND SYSTEM: System and speakers are available.

PODIUM: Podium with microphone is stored on 2nd floor south end.

WINDOWS: When opening windows, only open them about 30 degrees. If they are open too wide it is very difficult to close them. If a window resists when you attempt to close it, please don't force it because the plastic gear and fittings will break. A simple solution is to remove the screen from the window next to it, reach out and give the window a gentle "shove" while using the crank to close the window. You are responsible for any cracking or breakage. Please close and lock all windows before leaving Clubhouse.

THIRD FLOOR: The third floor is not to be used or accessed by renters or guests.

The Town provides the following: liquid dish washing soap for hand washing items, paper towels, large and small plastic garbage bags, toilet tissue and soap for bathrooms.

A STEPLADDER can be found near the back door, first floor.

A STEP STOOL is stored in the kitchen near the breaker box.

AFTER THE PARTY

KITCHEN AREA:



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DISHES, GLASSES, ETC.: All items placed in dishwasher/sanitizer must be rinsed. The dishwasher/sanitizer has only a short 4.5 minute cycle and therefore the dishware and silverware must be fairly clean of residual food prior to starting each cycle. It is more of sanitizer than a dishwasher. Dishwasher/sanitizer does NOT have a garbage disposal—please scrape plates into the trash.. Operating instructions are in the kitchen (and see page 3 and 4). All dishes, glasses, etc. must be washed and put away in proper places. The labels on each shelf are very helpful. Follow dishwasher/sanitizer instructions. Report any breakage.

SILVERWARE: Stainless steel flatware is stored in plastic tubs in cupboard to the right of the dishwasher. Silverware must be COMPLETELY DRY before placing in tubs. Moisture left on silverware mildews and creates a very unpleasant odor in the tubs.

DISHWASHER/SANITIZER: After use of the dishwasher turn the machine to “OFF”. Clean the screen/drain in the left side at the bottom of the dishwasher/sanitizer of any food particles and prop the door open with wood block provided. Operating instructions are in the kitchen.

REFRIGERATOR: Remove all food and wipe up any food spills.

FREEZER: When done unplug the freezer and empty out, leaving the freezer dry. Leave door propped open to prevent mildew.

RANGE: If used, CLEAN ALL burners, ovens, grills. EMPTY AND CLEAN grease traps.

CLEAN: Wipe off counters and table.

REFUSE: To comply with Able Disposal’s request, all trash and garbage must be placed in TIED PLASTIC BAGS (found in kitchen closet) and placed in the large garbage dumpsters outside the back door. Do not place refuse in garbage without a bag liner. Prior to Monday morning these large garbage dumpsters should be wheeled from behind the clubhouse and placed at the edge of the adjacent parking pavement to be visible so that Able Disposal can pick up the garbage on Monday morning. If there is too much garbage for the dumpsters, place in tied plastic bags in garbage cans inside adjacent the back door. DO NOT PUT THESE CONTAINERS OUTSIDE! The animals will scatter the contents everywhere! Please notify Clubhouse Coordinator if inside garbage cans are full and need to be put out for pickup. DO NOT leave pop, beer, mixes, and liquor or paper products in the Clubhouse.

LINENS: If used, must be washed, ironed, and returned promptly.



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GENERAL CLEAN UP

DECORATIONS: Use only plastic push pins when putting decorations up and remove all decorations and pins after party. **DO NOT REMOVE EXISTING PAINTINGS, PICTURES AND PLAQUES FROM THE WALLS.** Expensive damage has occurred when this has been done in the past. If you have any questions please contact Clubhouse Coordinator.

TABLES AND CHAIRS: Clean and return to proper storage areas. Carry chairs and tables to storage area and hang or place on racks. **Never attempt to roll filled racks.** They are extremely heavy and will damage the floor.

FLOORS: Sweep floors and pick up food scraps, napkins, straws, decorations, etc. as they tend to encourage bugs. If needed, the oak floor on the second floor may be damp mopped (not wet mopped), but no waxes or other floor treatment should be used.

FIREPLACES: Avoid adding wood to the fires the last hour of the party. Allow the fire to go out naturally, leaving the damper open. **NEVER ATTEMPT TO PUT THE FIRE OUT WITH WATER!** The next day, clean all wood and ashes from the fireplaces and close the dampers. Place cold ashes in a plastic bag and put in trash containers.

WINDOWS: All must be closed and locked. Do not open windows in restrooms. On second floor each window has two locks. Make sure both are locked. There is a pole with a hook in the kitchen at west window to assist in latching top window locks.

ELECTRICITY: Turn off all the lights.

Turn thermostats back to 50 degrees.

LOCK ALL DOORS: Make sure the door is closed all the way before locking. To lock the front door, first pull up firmly on the handle from the horizontal to the vertical, and then let go. Turn the key clockwise from the 12 o'clock to the 6 o'clock position. When done correctly you will feel an audible "click" at 6 o'clock. To remove the key, turn back to 12 o'clock. Try to open the door to ensure that it is locked. If you cannot lock the door, then use plan "B". Lock from the inside repeating above steps except no key is needed. Instead turn the deadbolt from the inside and exit through the kitchen which locks automatically. Lastly be certain the front door is locked from the outside.

LOCK GATE AND RETURN KEY TO SECURITY OFFICE

***** *Thank you!* *****