

Willits Center for the Arts

Opening & Closing Instructions

Thanks for Hosting!!!

- The covered keypad at the rear door code is _____ & the door will pop open.
- You will hear a constant tone from the alarm (you have a one-minute delay until the alarm sounds).
- Locate the hall lights to your right and turn on.
- Close the door behind you and enter the four-digit alarm code is _____. If the tone does not stop, re-enter the code again until the tone ceases. Do not press any other keys on the keypad.
- To re-open the back door, press the "green exit button" and then the bar on the door. (It relocks automatically when closed).
- Turn the lights on in the front and back gallery with the rocker switches on the bottom of the switch plates. Follow the instructions on the lights.
- Open the right side of the front door by pushing the upper and lower bolts in the open positions. You will find a hook fastener to keep the door open (when weather permits) on the door and railing.
- Set the Art Exhibit sign outside at the curbside.
- There is a binder at the front desk where you will find hosting suggestions. Enjoy hosting!!!

To Close:

- Bring in the Art Exhibit Sign.
- Check that the windows are all closed and locked.
- Bolt the upper & lower front door.
- Turn off the lights with a few exceptions that are noted below the lights.
- With the back door closed, set the alarm _____.
- Press the "green exit button", leave and then make sure the door is closed behind you.
- Lock up the back gate.

Thank you very much!!!

Numbers to call for Accidental Alarm Problems

Gossett Alarm - 263-3567

Willits Police - 459-4611

Dale Dingman - 972-6135

Nancy Winters - 459-3956, 841-7112