

Veteran's Hall Rental Group Info

- Physical Address: 10214 High Street
- Best Access: Eastbound I-80, take Downtown Truckee exit. At the stop sign, get into the left hand turn lane on Donner Pass Road and turn left on High Street. If you miss the turn lane, go around the new roundabout and turn right onto High Street. The Hall is at the very top of the hill on your left. This is the only access we recommend during winter driving conditions.
- Parking: Please park in the rear (freeway side) of the building. Please be ready to move your vehicles during morning hours for snow removal during storm periods.
P.S. - don't forget to bring a flashlight and shovel during winter months.
- Phones: The phones upstairs in the hall and downstairs in the kitchen may be used for the local calls - the number is 582-7743. You may receive long distance calls (except collect) on this phone. Any long distance calls may be made from the payphone out in front of the downstairs level of the building.
- Keys: Keys to doors are kept in a combination lockbox on the door –the upstairs code is _____ and the downstairs combo is _____. Dial it in like a regular combination lock. If your group follows separate schedules you may wish to have the last group out leave the key in the combo lock box so nobody gets locked out! The toilet paper dispenser and janitorial closet keys are on another metal hoop in the downstairs janitor closet (straight in the door to your left). Everything you need upstairs should be in the janitorial closet, which should be unlocked. There is no access inside the building between the two floors. The doors can be placed in the unlocked position by doing the following:
1. Use the screwdriver attached to the chain located in the janitorial closet.
 2. Locate the slotted cylinder on the bottom of the panic bar.
 3. Insert the screwdriver and push up. Give the screwdriver a 1/2 turn in a clockwise direction while pushing in on the panic bar. There is a slot on each end of the bar but locking one should be sufficient.
 4. To lock, reverse the process.
- Upstairs Keys: The upstairs key is on a chain marked "Gym" in the downstairs janitorial closet. This key fits the double doors on the North (freeway) side of the building. Use the key to lock the doors in the open position when you're using the Gym. Please keep the upstairs doors locked when not in use.
- Info/Procedures: This list and other info will be located in the blue "Veteran's Hall Group Rental Information Manual" in the downstairs janitor closet. Please read everything carefully and follow clean up procedures to ensure return of your entire deposit.

Emergency #s: If you have trouble with heaters, kitchen equipment, power or anything else, please call the following numbers and someone will respond as soon as possible

Police, Fire, Emergencies: 911

Park Office:	(530)582-7726	(from 7:00 am- 4:30 pm)
Al Barclay	(530)587-5601	(Park Staff, home phone)
John Shaffer	(530)587-5550	(Park Superintendent)
Dan O’Gorman	(530)582-0647	(Recreation Superintendent)
District Office:	(530)582-7720	(Office Hours M-Th 8-5:30, F 8-5)

Gymnasium Use: Make sure all members of your group bring gym shoes with non-marking soles. If our staff has to remove marks from the floor, we will need to deduct \$20 per man hour for cleaning time. For general cleaning use a dust mop followed by a damp mop if necessary for mud and snow that has been tracked in. Be sure to check that all windows and doors are closed and locked when you leave.

Heat/Hot Water: Heaters and Water Heaters are large natural gas units. If anything is not functioning properly, please call the emergency contacts.

Kitchen: Contains a household size electrical stove, oven, refrigerator, microwave and a large metal industrial sink. There are no pans, utensils, potholders, etc. Plan to bring everything you need. Counter/prep space is very limited, so simple meals are best! All kitchen outlets are on separate circuits. If you lose power, try resetting the GFI or breakers in the panel located in the heater room. Outlets are numbered to match the breakers in the panel.

Trash: Please pull full trash bags daily, tie off and place in the new plastic trashcans with wheels. If you roll the cans outside, our maintenance crew will pick up daily.

Showers: Men’s bathroom has 2 showers; women’s bathroom has 1 shower with a tub. Bring your own towels, shower mats, and shower shoes or thongs.

Sleeping: There are no beds or bunks. Bring your own bedding, sleeping pads, etc.

Tables/Chairs: Dining room has 50 chairs and 6 8-ft tables. Tables and chairs are not to be moved between floors without prior written approval. Please try to put items back where you found them. Downstairs tables and chairs are stored in the storage room by the front door.

Breakers/Lights: Diagrams, which show the location of light switches & breakers, are located in the Manual located in the downstairs janitorial closet. Try the breakers, if you lose power. Try not to overload outlets. Reset the GFI or check the breaker panel in the heater room by the kitchen.

Cable TV: There is a Cable TV hookup with basic cable service in the dining room downstairs, if you wish to bring a portable TV.

Final Check Out: Park staff will walk through the building ½ hour before your scheduled departure time to determine cleanliness with you. Please call 582-7726, preferably a day in advance, if you change your departure time.