



The Community Center at Holley Park

Frequently Asked Questions

What equipment is for use at the Community Center?

- Items owned by the City and are available for your use at the Community Center. We make no guarantee that all equipment will be available.
 - 45 cup coffee maker
 - Hot water dispenser
 - Platters
 - Bowls
 - Serving Pieces
 - Water Pitchers
 - (1) Beverage Table
 - (2) 8 foot Banquet Tables
 - (1) 6 foot Banquet Table
 - (12) Sixty Inch Round Tables
 - (83) Padded Folding Chairs + (25) Bare Metal Chairs = (108 total chairs)
 - (1) Rack for Chairs
- You must provide your own coffee/tea, condiments and beverage cups.

Is there internet?

- **Yes**, the Community Center has generic comcast internet provided via a Wi-Fi router in the kitchen. The password is posted inside the building.

Is there a projector?

- **Yes**, there is a ceiling mounted projector facing a pulldown screen on the west wall.
 - You can plug a computer directly into the projector or into the HDMI outlet, located in the SE Corner of the room next to the First Aid Kit.
 - There is NOT a sound system or speakers. You will need to provide your own mic and sound.
 - If the projector does not turn on, the switch by the front double-doors needs to be flipped.

Is there a music/sound system?

- **No**, there is not a sound system or speakers, so you will have to provide your own mic and sound.

When do I pick up the key?

- The key can be picked up the last business day prior to your event.
 - The key fits the front door only. We request that if you open and unlock other doors during your event that you check carefully before leaving the building and make certain that they are all locked before you leave.
 - If your event is on a Saturday or Sunday, you must pick up the key the Friday or last business day before the event at City Hall between 8:00 am-5:00 pm. City Hall is located at 210 E. 4th St.
- Please return the key to La Center City Hall after your event. In the parking lot, there is a lock box to the left of the front doors for this purpose – simply drop the key in the box.

Do I need to clean up?

- **Yes**, there is a cleaning checklist that must be followed in the manual. We suggest taking pictures before and after just in case there is any questions about cleaning.
 - Cleaning: Please make certain that you clean the building after your event. Tables, chairs, and countertops must be wiped cleaned and restored to their original placement. The kitchen area should be cleaned, including all appliances. Please do not leave any food in the refrigerator. Please check the restrooms and make certain they are clean and all trash removed. The building will be inspected and signed off by our Public Works Department. If they deem the building is left uncleaned, your cleaning deposit will be processed. If clean-up after your event is more than \$50.00, you will be responsible for the difference.
 - Cleaning Supplies: The Community Center is furnished with paper towels, toilet tissue, trash bags, mops and brooms (located in the mop closet). Please provide additional supplies for large group use.
 - Trash: All trash must be removed from the building when you are finished with your event. Please do not leave any trash or recycling in the kitchen cans or on the premises. All trash needs to be placed in one large garbage sack and disposed of in the dumpster outside of the Community Center building.

Can we decorate?

- Please do not use any tacks, nails, staples, etc., when decorating for your event. If you need to hang decorations, please use special tape that will not damage the walls when removed.

What about the lights & heaters?

- Lights to the dining/meeting space are located on a switch in the kitchen beneath the breaker panel. The kitchen light is motion detected. Please do not enter the breaker boxes.
- For additional heat, please locate the thermostat next to the men's restroom.
- The ceiling fan is controlled by a pull cord on the fan.

The center smells like gas!

- **DO NOT TURN OFF GAS.**
- **SMELLING GAS IS NORMAL** – follow these steps:
 - Check to make sure there is a flame on each burner and the oven panel below. If one or more are out, light pilot with provided lighter.
 - Turn hood fan on high. Open kitchen window, kitchen door to the outside, and kitchen door to the meeting space. The smell will dissipate in about 15 minutes.
 - The hood has a fan and lights. Either the fan or the light and fan shall be used when operating the gas range or convection oven. These are activated by the buttons on the left of the hood. The gas reset button should never be pushed – this will shut off gas to the range. The city recommends using the high fan setting on the hood when using the range. This is done by pressing the fan/lights button on the lower right corner, then pressing the fan button at the top left corner.
 - Pilot lights – the gas range has one pilot for every gas burner. There is also a pilot light for the oven. If one of the range pilots goes out, there is a lighter on the drying rack next to the microwave.
 - There is a gas oven adjacent to the range. This has no pilot light that should be lit by hand. The oven self-ignites when the gas nob is switched on.
 - If there is a fire on the range or oven, the automatic fire suppression system will start spraying to put out the fire. There is a fire extinguisher on the wall that is to be used for additional fire suppression if necessary. No other extinguishers shall be used for a kitchen fire.
 - **When you arrive and before you leave, make sure there is a pilot light on all six burners.**
 - If you have any further questions about the kitchen equipment, please ask before your event.

Additional Questions:

- If you have additional questions or would like to discuss your rental needs in more detail, please contact City Hall, Monday through Friday, 8:00 a.m. to 5:00 p.m., at 360-263-2782.
- Reservations are taken up to 12 months in advance. Full rental fee is required to secure the date. Please download a Rental Application on www.ci.lacenter.wa.us to begin the reservation process.
- Just a reminder that city offices are closed on weekends. However, if you require an urgent matter about the Community Center that is not deemed 9-1-1, then call our Public Works on-call number at 360-524-3450.