

INSTRUCTIONS WHEN USING THE HAYS-HEIGHE HOUSE

Before your event

1. For security reasons, the door to the House is kept locked when the building is not occupied. Please telephone Public Safety at 443-412-2272 to open the building prior to your event/class and to arrange for them to lock the building at the end of your event/class. The normal procedure is to open 15 minutes before the event and close 10 minutes after the event.
2. Users are responsible for bringing their own supplies. There is no public access to copiers or printers at the House. Wireless access as guest users is available from all rooms of the building. For college employees, the nearest copy and print facilities are located in the Library.
3. Contact Events and Conferencing to arrange for the specific layout of chairs and tables to meet the needs of your event.
4. Please note that there is no parking within close proximity to the House. Visitors are encouraged to use open parking in Lots L or C. If special parking needs are anticipated, Public Safety should be contacted at least 5 days prior to the event.
5. Food is permitted only when events are catered through HCC Food Services (and clean-up service is, therefore, scheduled following the event). Because of the historic nature of the house, casual consumption of food is prohibited. Beverages may be brought in if they are in closed containers – no aluminum cans or open mugs and cups are allowed – and if coasters or napkins are utilized to protect the furniture and linens. Items should be recycled in the container at the end of the first floor hallway.

During your event

1. Visitors are requested to sign the guest book, for security and granting purposes. For scheduled events and classes, the instructor or primary contact person is responsible for signing in and listing the total attendance for each session. It is not necessary for students or event participants to sign the book, although they are welcome to sign as visitors and to offer comments if they wish. The sign in sheet can be found in the instruction packet located in each room.
2. To ensure quiet environments conducive to learning for all users of the House, please close the door to your room when the event is in session.
3. Do not open windows or alter the settings for temperature control. Within the limits of the HVAC system, the College attempts to regulate temperature and humidity levels within the House to preserve the building, its furnishings, and artifacts that are displayed or stored in the House. For any problems with room temperature, call the HCC Help Line (x2477, option #1).

4. Hanging items on the walls, doors, chandeliers, or scones is not permitted. Please use an easel or tabletop stand for displays or writing surfaces. You may request that a lectern or dry erase easel be placed in the room for your event.
5. The handling of artifacts or moving exhibit displays is forbidden.
6. Limit activities that could potentially damage the building or furnishings (including games, ball throwing, and running).
7. The third floor office and collections area and the kitchen are off-limits except by authorized personnel and volunteers.
8. An emergency phone is located on the first floor in the kitchen and in Room 104. On the second floor, the phone is located in Room 205. On-campus extensions may be reached by dialing the last four digits of the phone number.

After your event

1. At the conclusion of your event, meeting, or class, please restore furniture to the configuration in which you found it, and return equipment to its proper storage area. Please throw away trash and recycle materials in their proper containers.
2. When exiting the building, please be sure that all students/event participants have exited and that the door is locked, lights are turned off, and the blinds are closed. Turn off any electronic equipment that was in use.
3. The College is not responsible for theft or damage to personal belongings, equipment, or materials.