



Stolte Shed - Helpful Usage Reference

The following information is provided to help make your event as pleasant and successful as possible and to assist the Surface Creek Valley Historical Society in maintaining this historical 1909 building and site for the benefit of the community. Remember that all of the rental conditions are contained in the rental agreement, not reiterated here, and this is merely a reference to assist you in complying with some of those conditions. Please consult the rental agreement for usage conditions.

ACCESS:




On the date(s) and times(s) specified in the rental agreement, the Stolte Shed will be available to you via the security key “RENTER” lockbox and your unique four-digit code. Inside the lockbox is a door key and a hex key. The door key lock and unlocks the lock cylinder. Each door has a round slot in which the hex key can be used to fix the lock’s bolt in an open position. If the hex key is used, it is your responsibility to make sure the bolt is released when locking the door. The front door sometimes needs a little pull from the inside to latch it.




Regardless of your event’s timeline, the Stolte Shed must be vacated by midnight.


FOR YOUR USE:




20 round (60” diameter) and 10 rectangular (30”x72”) white resin tables are available for your use and are located in the rear storage room. A photo diagram for the storage orientation for these tables is posted on the storeroom wall.




Approximately 120 white resin chairs are available for your use and are stacked no more than 6 high along the wall on the southwest side of the entryway. Another 45 folding metal chairs are available for your use on a rolling rack in the rear storeroom. A photo diagram for the storage orientation for the resin chairs is posted on the west wall bulletin board.




There is a pull-down video screen for your use hanging on the east wall.




Nails are in place on the overhead wooden beams for your convenience in decorating. Please remember that no new nails, staples, or screws may be attached, nor holes made in those beams or the walls. No tape may be attached to any painted or varnished surface.




There are decorative, twinkle lights on the wooden beams. If you desire to use them, they plug into nearby electrical outlets. These lights may not be removed. Please unplug them all after your event.




Above the kitchen sink are a variety of dish towels and dish rags. If you use any, please hang them to dry on the folding rack. SCVHS will collect and wash them.



The kitchen stove is provided for light cooking and/or warming food. If used, please be sure to turn off burners and the ovens. Clean thoroughly.






The kitchen refrigerator/freezer is provided for temporary cold storage of your food items. At the end of your event, remove all food items and clean appliance thoroughly.





Wi-Fi internet access is provided. Placards in the Shed list the network name and password.

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CLEANLINESS:

-  The trash dumpster is located outside on the west side of the Stolte Shed for your convenience.
-  Replace all trash can liners. Large black liners and white kitchen/bathroom can liners are provided. They are under the metal countertop island in the kitchen.
-  Shop vacs are in the rear storeroom. Brooms and dust pans are behind the kitchen door. A Swiffer wet mop, Swiffer cleaning solution, and pads are also behind the kitchen door.

COMFORT:

-  Stolte Shed has air conditioning, however during the summer months, please consider the following:
 - We keep the window blinds down to keep the facility cool in the summer. If your event is in the daytime, the blinds may be raised to allow more light to enter. Lower the blinds at the end of your event.
 - If needed, better airflow can be achieved by opening both the side and front doors (when A/C not used). The window sashes can be raised for airflow if the air conditioning is not in use. Each sash has a slide latch to secure it in the “up” position. Lower and lock all sashes at the end of your event. There are also box fans in the storage room. With the window sashes fully “up” they fit into the window space.
-  In colder months, the Stolte Shed has a heating furnace, controlled by a programmed thermostat on the inside east wall. It is set to cycle five times a day at preset temperatures, so it is expected that no additional adjustments will be required. However, if adjustment is needed, press the up or down arrows accordingly to reach the desired temperature. Press “Hold”. Please limit the heat setting to 72°F. When departing, please reset the thermostat to 55°F and Press “Hold”.

SAFETY:

-  There is a handicap ramp and two handicap parking spaces on the west side of the building.
-  There is an automated external defibrillator (AED) located on the inside east wall. If anyone among your party has a cardiac event, immediately call 911 for assistance, and follow the AED instructions.
-  The Stolte Shed maximum occupancy is 148.
-  Exits are marked with lighted signs and must always be clear.
-  Motion lights on the outside of the building activate after dark lighting the handicap ramp and the front porch. Currently there are no parking lot lights, so after dark, caution your guests to use flashlights or their cell phone lights while in the parking lot.
-  There are smoke detectors in the Stolte Shed. Rarely, the alarm will sound despite there being no fire or smoke. If that occurs, please contact the Rental Coordinator immediately.