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## Outside Normal Business Hours Opening & Closing Procedures

### I. Opening Procedure

You or your organization have/has rented a space at The Veterans Center outside of the normal working hours. Members of The Veterans Center Board of Directors and volunteers will not be available to assist you. Please review the procedures below and request any additional information or clarifications during normal hours.

**Here are the steps for opening the building:**

1. **USING THE BACK DOOR**, enter the building with the provided access code. If accessing the building between the hours of 10 p.m. and 6 a.m., disarm the security system using the provided code. If no code is provided, then the TVC Staff will have disarmed the alarm system. The keypad is to the right of the back door as you enter. Enter the four-digit code and press CMD. **Note:** There are 60 seconds after entry to deactivate the alarm.
2. Unlock both the front and rear doors; and if using the upstairs Conference Room, also unlock the upstairs access door. The code for the middle door and the upstairs door will be the same as the back door. The middle, upstairs and rear doors will automatically lock when closed. The front door can be unlocked and locked by turning the deadbolt.
3. Turn on the room lights. There is one set of light switches for the ceiling, chandelier and wall lighting behind the front desk in the Fireplace Room. There is a light switch in the Community Room next to the brick wall which operates the chandelier lights, wall lights and both fans. In the hallway by the woman's restroom, there is a light switch for the ceiling lights. It may be necessary to turn on the restroom lights if they do not turn on automatically. The switches for the restroom lights are on the inside next to the access doors. **Note:** Back hallways and upstairs conference room lights are automatic.
4. Chairs and tables can be found in the closets located in the Community Room hallway. They will need to be returned as found at the end of your event.
5. There is a "Special Event" sign in the bottom right drawer of the front desk. Feel free to hang that in the front door during your event.
6. Use the kitchen ONLY if it is included in your rental. **The kitchen must be booked separately; there is an additional fee for kitchen use and cleaning.**

7. Heating and cooling systems are set to automatically raise to 68°F at 7 a.m. and fall to 55°F at 5 p.m. If the space is too hot or cold, adjust the desired temperatures using the thermostats located by the front desk in the Fireplace Room, by the light switch in the Community Room, and in the upstairs Conference Room.

**Here are the steps to using the Audio Visual system:**

1. Audio Visual
  - a. Meeting Room – Controllers for the TVs are in the cabinets along the quarry stone wall. Controllers are labeled to match the appropriate TV. Cables to connect the TV to a laptop may also be found in the cabinets.
  - b. Upstairs Conference Room – Controller for the TV is located in the cabinet under the TV. Cables to connect the TV to a laptop may also be found in the cabinet.
  - c. Connecting Laptop to a single TV using HDMI cable.
    - Insert cable in the HDMI 2 slot on the back of the TV monitor. **Do not disconnect any cables.**
    - Connect the cable to the laptop HDMI port. An adapter may be required if laptop uses a micro-HDMI or mini-HDMI port.
    - Turn on laptop.
    - Turn on TV using controller.
    - Select HDMI 2 as input on the TV using the controller.
  - d. Connecting Laptop to both TV monitors using HDMI cables.
    - Insert HDMI cables in the HDMI 2 slot on the back of both TV monitors. **Do not disconnect any cables.**
    - Connect both cables to the USB-C adapter. Adapter is located in the cabinet.
    - Connect the USB-C adapter to laptop.
    - Turn on laptop.
    - Turn on both TV monitors using the associated controller.
    - Select HDMI 2 as input of both TV monitors using the controllers.
    - On the laptop, you may need to select F7 key on the keyboard to share the laptop screen image.
  - e. Connecting Windows Laptop to a single TV monitor using casting. **If you have not done this before, recommend pre-coordination with TVC staff.**
    - Turn on TV monitor using controller.
    - Turn on laptop.
    - Press Windows icon and K key simultaneously.
    - Select the LG TV list from the list of possible devices.
    - Follow directions on the TV monitor using the controller to allow for casting of the computer screen.

f. Connecting Laptop to multiple TV monitors. **Pre-coordination with TVC staff is required.**

- Windows Laptop – Using Google TV
  1. TVC Staff will set the switch selector to Google TV for the desired TV monitors. This action must be coordinated with TVC staff.
  2. Share laptop screen – Use Chromecast browser
    - Select the three dots on the upper right on the browser screen.
    - Select “Cast, Save and Share”.
    - Select “Cast”.
    - Select “TVC Google”.
  3. Share Netflix – Open Netflix application
    - Select the three dots on the upper right on the application screen.
    - Select “More Tools”.
    - Select “Cast to Media Device”.

## II. Closing Procedure

As the last person to leave the building, it is your responsibility to ensure that the building is properly closed and secured for the night.

**Here are the steps to closing the building:**

1. Manually close the front door dead bolt. The back door, middle door, and upper Conference Room door will automatically lock when the door is closed. Pay close attention to the back door to make sure that the lock latches upon exit.
2. Return all tables and chairs to the Community Room hallway closets.
3. Turn off ceiling, wall, and chandelier lights.
4. If adjusted during use of the space, return the thermostat to 68°F between 7 a.m. and 5 p.m. and 55°F if after 5 p.m.
5. Turn off A/V equipment. Return controller and cables to the cabinets.
6. Turn off fans in the Community Room and in the Fireplace Room. **Security alarm will not arm if the fans are running.**
7. Close and lock all windows and interior doors.
8. Place the “Closed” sign in the front door window and return the “Special Event” sign to the bottom right drawer of the front desk.
9. Remove all trash and recycling from the building. Renters are responsible for disposing of their trash.
10. If leaving the building between 10 p.m. and 6 a.m., set the security alarm using the code provided. If code is not provided, then TVC Staff will arm the system. To set the security system:
  - Press the Shield on the touch screen display.
  - Select “All”.

- Enter the provided code. **Note: There are 60 seconds to exit the building and lock the door prior to the system activating.**

11. Exit the building using the rear door and ensure door locks behind you.

**ADOPTED:** \_\_\_\_\_, 2025

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**