

Willits Center for the Arts
Opening & Closing
Instructions

Opening:

The covered keypad at the rear door code is: _____ the door will pop open. You will hear a constant tone from the alarm (you have a one-minute delay until the alarm sounds).

Locate the hall lights to your right and turn on.

Enter the four-digit alarm code _____ on the interior alarm box, which is located to your left as you enter the door. If the tone does not stop, re-enter the code again until the tone ceases. Do NOT press any other keys on the keypad. **These codes will be provided to you 5 days before your show opening.**

Close the back door

To re-open the back door without resetting the alarm, press the green exit button. (It relocks automatically when closed).

Turn the lights on in the front and back gallery.

Open the right side of the front door by pushing the upper and lower bolts to the open positions. You will find a hook fastener to keep the door open (when weather permits) on the door and railing.

Set the Art Exhibit sign outside at the curbside.

Read 'WCA Instructions for Hosting Exhibits' sign at the front desk. Enjoy hosting.

Closing:

Bring in the Art Exhibit Sign.

Check that all windows are closed and locked.

Bolt the upper & lower front door.

Empty trash cans if needed and insure gallery is ready for the next host. Dumpster lock code is 2015

Turn off all gallery lights except the one in the front window

The last person to leave the building sets the alarm with the back door closed. ***Please check to make sure no one else is in the building before setting the alarm.***

Follow the directions on the sign above the alarm box. Your code is _____

Press the green exit button to exit. Hold the door shut until it locks.

Numbers to call for triggering accidental alarms:

Gossett Alarm 263-3567 Willits Police 459-4611