

## Setting up the room

The light switch near the door turns on two of the lights in the main room. To turn on the other two, you need to use one of the circuit breaker switches (the one with an arrow pointing to it). The circuit breakers are in the little room that you can reach by going in the front door and going straight to the back.

The light switch for the front room is on the post between the two rooms. The up position is on. Sometimes when you turn on this switch, nothing happens. In this case try jiggling the circuit breakers. This often helps.

Occasionally one of the light bulbs is burned out. There is nothing we can do if this happens.

If it's hot, you may want to turn on the fan. The fan switch is just to the right of the door to the room containing the circuit breakers. If it's cold, you may want to turn up the heat. The thermostat is just to the left of this door.

Often things in the room need to be moved. I try to restore the room to its original arrangement after the dance, and if it's complicated, I sometimes write down where things were.

Sometimes the easel isn't available. I don't know where it's hidden, but I suspect that it's in a locked room, so we have to use the small dry-erase board. (I keep the dry-erase markers and eraser in the suitcase.) If you use paper on the easel, take the program with you.

I find that it usually takes me about a half hour to set up.

The contact person at the Church of Our Saviour is currently Juli Brazile, the parish administrator (though this seems to change fairly often). Her email address is [office@church-of-our-saviour.org](mailto:office@church-of-our-saviour.org).

The church has recently increased its fee to \$15 per hour. Currently we are renting the room from 7 until 11, so we pay them \$60. However, if we get rid of teaching, we may change this.

I leave a check after each dance, with a payment stub in an envelope marked "Church of Our Saviour" and I put it in the mail slot for the parish administrator. The mail slots are just to the right of the entrance to the church. (The church doesn't require us to pay immediately, but within a month. However, it's best to pay immediately.)

At the end of the dance check that the room is rearranged to more-or-less its original state, masking tape for the speaker wires has been removed, the fan is off, the lights are out, the thermostat is turned down (if it was turned up). Make sure that the post at the bottom of the outside door is in its hole (otherwise the door won't close securely). There is one outside light that is occasionally on; we can't turn it off.