

Facility Use Guidelines

254 Agler Rd is owned by the Gahanna Ages and Abilities Partnership (GAAP), a 501(c)(3) nonprofit supported by donations and heavily dependent on volunteers for the care of its facilities. It is the home of *two.fifty.four* Teen Center, and Teen Center plans are subject to change and take precedence. We don't grant exclusive use to other groups, and you might see Teen Center and partner staff and volunteers in and around the Center during your "reservation." With limited staff employed for activities such as cleaning, supply stocking, and maintenance, we need your help to make sure the facility is ready for use by the next group that arrives. More information can be found at the254.org.

Please send an email to contact@the254.org to indicate your acknowledgement of these guidelines:

1. If you need anything or have any questions, first text Bob at 614.266.7476. If no response, call 614.414.2326. If still no response and urgent, contact Mark at 614.419.6886.
2. GAAP volunteers are generally not available to prepare the grounds for your arrival. Please clean surfaces before and after use. If it snows before your event, please plan to shovel, and apply salt if necessary.
3. Security cameras are located throughout the building and may or may not be turned off when you arrive. (A limited number of people have access to the cameras and might not be available.)
4. Use a key to unlock the deadbolt on the swinging patio door. All keys are on a hook next to the refrigerator.
5. Help us control utility costs. Do not prop doors open. You can change the thermostats. There are two, one near the snack counter and another in the large back room. Keep the settings in sync with each other.
6. Our Wi-Fi is gahanna254 and the password is two5four.
7. Use the facilities and equipment with care. Common issues to avoid: broken door handles, scratched floors, uncleaned supplies returned to craft bins, rocks kicked/thrown into the lawn.
8. We have extra tables and chairs stored in large room and upstairs that you may take out and arrange as needed. Game tables (except the large pool table) may be pushed to the side if you need a larger open space. Do not move the large pool table. Please return items neatly to their original locations when done.
9. Outdoor game equipment is in the bench on the patio or in the shed. Some indoor game equipment can be found in the plastic drawers behind the snack counter or in one of the metal cabinets. Make sure bench and shed are closed when done using the equipment.
10. Adults, but not students, may use the conference room upstairs.
11. You can bring your own snacks and drinks. You can also donate (using the box at the end of the counter or the "donate" link on our website the254.org) to cover the cost of any *two.fifty.four* snacks or drinks used by your group. Let us know if you plan to use a large amount of Center supplies so that we can plan accordingly.
12. Alcohol and drugs are not permitted on the grounds.
13. Food and drinks can be taken into any room but should not be placed on game tables.
14. Plates, plastic ware, paper towels, toilet paper, and trash bags are in the cupboards behind the snack counter or under the microwave. Extras are in the closet in the office to the left at the top of the stairs.
15. Do not leave food or supplies in the refrigerator or anywhere else downstairs without prior arrangement.
16. Before you leave, tables should be wiped off, crumbs swept off the floor, and dishes washed and put away. Games and books should be put back neatly on shelves. Extra cleaning supplies are in the locked janitor's closet in the restroom.
17. Trash cans should be emptied into the bins next to the garage. The red bin is for recyclables. There are three large trash bins lined up close to the Blessing Box (the other bins are for composting and belong to another group). Please take large recyclables with you when you leave since we have limited space.
18. Conduct a final check before leaving: Close all blinds. Pull on sliding patio door to ensure it is locked. Lock deadbolt on swinging patio door and return key to hook. Turn lever on front door to ensure you are not able to open from outside without the code.