



TO ALL NOBLES and LADIES

#### Monitoring of Events in Temple Facilities

At present whenever clubs, units, Shrine associated organizations or individual Shriners use Temple facilities for events, we do not require the use of a paid monitor to assure that Temple facilities are left in the same condition as when the event begins.

The Monitor Checklist includes the following items:

1. Trash taken to dumpsters.
2. Air conditioner temperatures are set to 80 degrees to conserve energy.
3. Make sure that all dishes, silverware, etc are clean and put away.
4. Make sure all lights are turned off.
5. Make sure all rooms are closed and locked if need be before vacating premises.
6. Secure and lock exterior doors.
7. Close gate upon leaving grounds.

We are requesting that if you or your group cannot perform these functions for any event, please contact the office so that a paid monitor can be scheduled. Also, be advised that all monitor fees will be billed to your event. This facility belongs to all of us, so please help keep it up and operational.

If you have any questions or concerns, please do not hesitate to contact Nancy or Pat in the office. We are happy to assist you with this matter.

Daniel Holland  
Recorder - Araba Shrine Temple