

## Instructions for Using the East Mountain Campus

1. Set up room as needed using chairs, round tables or long tables. After your event please return the tables and chairs to their proper place.
2. Adjust thermostat between 68 and 72 degrees. Prior to leaving please return the thermostat setting to 50 degrees.
3. Do not use anything in the refrigerator that you didn't bring with you. Also do not use any other stored food in the facility you didn't bring yourself
4. Ice can be purchased at either a gas station or at the Triangle Grocery Store about a half mile further North on the West side of Highway 14. They are open from 8am until 7pm.
5. When cooking on the stove **remember that the flat surface will be hot even after you turn the burner off until the orange light on the top front of the stove goes off.**
6. Whatever you use to cook with (pans, pots, utensils) need to be washed and dried and returned to their storage place before you leave.
7. Using the "Bunn Coffee Machine"- Put a filter in the holder and add the coffee grounds. Place the appropriate coffee pot (orange is for decaf) under the filter and then pour a pitcher of water into the opening on the top right of the machine. The hot water will immediately begin to fill the coffee pot immediately.
8. If using any facility equipment (video projector; white boards; flat screen TV, sound) please return to where it was when you came in.
9. There are supplies in the office should you run out of toilet paper or paper towels. Cleaning supplies, vacuum cleaner and mop and bucket are also in the office.
10. The internet security key will be given to the group leader. Others can use the internet for data (e-mail etc.) but we must know if you will require any streaming video or video downloads because we are limited in the amount of usage we have per month

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### PRIOR TO LEAVING

1. Wash and dry any dishes you may have used and return them to their appropriate place.
2. Empty the coffee filter and rinse it out. Rinse out the coffee pots you used.
3. Wipe down counters and tables.
4. Gather trash from all trash cans, tie them and place them inside by the back door.
5. Check to make sure all toilets have been flushed.
6. Fold tables and return them to their appropriate place.
7. Turn off all lights and lock doors.
8. Close and lock gate when you leave.
9. No not leave any food you brought in the refrigerator, freezer or shelves.
10. Be sure that the doors to both restrooms are left open.

#### EMERGENCY INFORMATION:

**Central Baptist Association East Mountain Campus**  
**Address: 12078 State Highway 14 North, Cedar Crest**  
**Phone: 505-281-1114**

John Torrison: 205-0529

Barbara Long: 205-5278

Central Baptist Association Office: 243-2707

#### **Bernalillo County Sheriff:**

**Non - Emergency only (505) 798-7000**

**Emergency: 911**

#### **Bernalillo Fire and Rescue:**

**Non - Emergency (505) 468-1310**

**Emergency: 911**

## Instructions for Using the East Mountain Campus

### Local Restaurants and Stores

<b>Name</b>	<b>Address</b>	<b>Information</b>
<b><i>Burger Boy</i></b>	12023 N. Hwy 14 281-3949	South on the West side
<b><i>Chelsea's Café (New)</i></b>	North about ½ mile on right	Don't know about it yet
<b><i>China Best</i></b>	12165 N. Hwy 14 286-4898	Good Chinese food and take out.
<b><i>Greenside Café</i></b>	12165 N. Hwy 14 – The Village at Bella Vista. 286-2684	This is in the shopping center just about ¾ mile north on the west side. The Triangle Grocery Store is there as well.
<b><i>Ribs Hickory Pit BBQ</i></b>	12220 N. Hwy 14 281-4227	North about 1.25 miles on East side of road in shopping Center
<b><i>Trail Rider Pizza</i></b>	544 State Hwy 333 281-6068	Right by Molly's Bar on the right as you come off I-40. A Little pricy but good pizza
<b><i>Cedar Crest Tire</i></b>	Auto/Tire repair (good folks)	281-9100
<b><i>Davis True Value Hardware</i></b>	North about ½ Mile on right	Hardware store
<b><i>Triangle Grocery</i></b>	12165 N. Hwy 14	