

Arsha Bodha Center - Facilities Information

Ashram volunteers will be available to assist you at the beginning and end of each rental event but not necessarily during the program. The volunteers can answer your questions, but please don't ask them to physically help you with setup or cleanup tasks.

Safety

Lobby floor must be kept clear of shoes - use shoe racks provided.

Tables and chairs must not block exit routes.

Children must be supervised at all times. No children on play equipment without adult supervision.

No burning lamps or aggarbatti.

Lights

Hall switches located between hall doors. Temple switches located at left side of counter.

Stage switches located near door to right of stage.

Parking lot switches located in lobby at entry to old building. * **Must be turned on at night** *

Heat and A/C

Hall thermostats located at left side of counter. Lobby thermostat located at rear of lobby.

Set to heat or cool as desired, then set desired temperature.

Sound System

Caution: If tape deck is used for recording, the Tape/CD level on the mixer must be set to zero. Failure to do so will immediately damage all four main speakers.

1. Turn on system using key switch at lower right side of stage.
2. Adjust levels for microphones 1, 2, 3, and 4 using the first four slider controls on mixer.
3. Adjust podium mic level using the slider marked "podium".
4. Place monitor speaker in front, facing performers.
5. There are three main channels on the far right side of mixer:
 - House - controls main speakers suspended from the ceiling - usually set to 80% of max
 - Monitor - controls black speaker on floor - usually set to 60%
 - Stage - controls white speakers on either side of stage - usually set to 60%

Use suggested setting marked above; other settings will not sound good.
Do not push any buttons on mixer - wrong adjustments will disable some functions.
6. When done, turn off system using key switch at lower right side of stage.

Note: This system is very powerful - uncontrolled feedback can burn out the fusible link in each speaker - user will be responsible for the cost of repairs.

Video Projector

1. Turn on computer (front button) and projector (using remote control)
2. Insert your CD or flash drive
3. Double-click on your presentation to open. Use remote for control.

Note: This is a dual-display system with the presentation displayed by the projector separately from the user's display on the monitor.

Grounds

Tables and benches in the picnic area are available for your use - do not reposition them.

Trash containers available for your use. Provide your own liners.

All trash must be deposited in trash dumpster located towards rear of parking lot.