

Media System Guidelines - Retzlaff Hall

(Created 02-14-2019)

- Retzlaff Hall must be reserved (just like any other activity/event) ahead of time through the SEPO Office Manager.
- Any event utilizing this system must be open to the community to attend. No personal or private party use allowed.
- Information about events must be:
 - Sent to the community via SEPO E-News (sepoenews@gmail.com).
 - Posted on the Web site (www.sunshinecountryclub.com).
 - If you wish to do so, posted in the Library/Lounge.
- The new system consists of:
 - 2 TVs
 - a DVD player
 - a surround sound (a sound bar and a floor speaker)
 - an antenna for local TV stations
- Remotes:
 - Sound (via the sound bar) has its own remote.
 - The DVD player has its own remote.
 - The two TVs run off the same remote.
 - You need to make sure you are close enough to the piece of equipment you are wanting to turn on or off.
 - The remotes will be on the shelf behind the sound bar in a bag. They will be stored there, but if they are abused, we will look at a "sign-out system" for future users.
- It will probably take a few moments to get yourself acquainted with the system. The committee members (Deb Robins, Roy Robins and Wade Prater) have volunteered to go over it with any resident if needed.
- There should be no need for the equipment manuals. However, they will be stored in the office.