

Electric Lights: Leave electric lights on. They will go off when the power is turned off in the Generator Shed.

Propane Lights: Make sure they are shut off.

Wood Stoves: Close damper, sweep up any wood debris and make sure NOTHING is within 3' of the stove.

Windows/Doors: Close and Lock. Place the wood bar across the back doors.

Power Shutdown:

1. Remove panel on the left-hand side of the generator.
2. Push **BLACK BREAKER SWITCH** to OFF.
3. Push the **RED POWER SWITCH** to OFF.
4. Close generator panel.
5. Turn the **RED HANDLE PROPANE VALVE** on the right-hand side of the generator to OFF. (Handle is PERPENDICULAR to supply line when OFF.)
6. IF NECESSARY, turn the PROPANE VALVE HANDLE on the YELLOW PIPE in front of the PROPANE TANK to OFF. (Handle is PERPENDICULAR to supply line when OFF.)

Lock generator shed door.

Lock Hall doors and place 2x4 in brackets for back door.

Keys: Return key to box or board member who provided them or replace keys in lockbox to the left of the front door. Combination must be re-entered to close the lockbox.

Emergency Information

1. NFLA Host will know the nearest location to call 911.
2. There is an AED on the wall by the Hall's front door.
3. Ambulance / Alert Helicopter is about 1 hour away. The nearest Alert landing zone is at Sondreson Hall.
4. There is NO FIRE SERVICE on the North Fork. To report a structure fire, call 911 from the nearest phone. It will be about 1 hour before the nearest fire department responds. STAY OUT OF ANY BURNING BUILDING!
5. To report a forest fire call 406-387-3800.

OTHER FEATURES / GUIDELINES

AED: Is located on the wall to the right of the front door.

CHECK IN / CHECK OUT Please check in after 4pm and check out no later than 10 am.

CLEANING/LINENS: We disinfect dishes/utensils in May during our spring cleaning. Please use the County Health Department Guidelines listed below for washing all dishes. You use kitchen items at your own risk.

DISHES: Flathead County Health Department requires the use of 3 wash tubs (found under the kitchen sink) – 1 for WASHING (use dish soap) 1 for RINSING; and 1 for a BLEACH RINSE (add ½ capful of bleach to this last rinse). You will need to heat water and use the rubber gloves to protect yourself.

EVACUATION PLAN: In an emergency, exit the Hall via either door or any window.

GARBAGE: You are required to remove ALL garbage when you depart. To dump your garbage, head west on Hwy 2. Turn right at the stoplight by Super 1 Grocery. Go 1 block and turn right. The dump is the large fenced area on your left.

LINENS: Kitchen towels and hot pads are located in the drawers of the serving bar. NFLA Host should take them home to wash and return them to the hall.

OUTHOUSES: The outhouses are out back – Please DO NOT put anything besides toilet paper into the vault toilet.

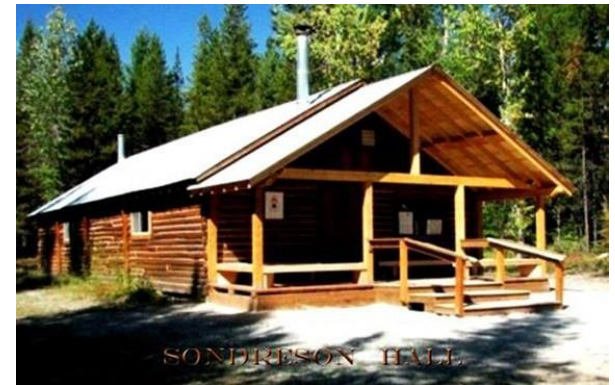
Additional toilet paper is located in the plastic bins by the cupboards near the back door.

PAPER PRODUCTS, PAPER PLATES & PLASTIC CUPS, COFFEE, & SPICES at the Hall. Are only to be used for NFLA sponsored events. Please bring your own items with you.

PARKING: Parking is limited to the area in front of the Hall.

Sondreson Hall User Guide

Polebridge, MT 59928



A rustic venue for North Fork Events

NFLA Board of Directors
John Zardis, Treasurer
Beth Ulrichsen, Secretary

Website: www.nflandowners.org
Email: treasurer@nflandowners.org

Treasurer Text/Cell: 731-695-7265
Secretary Text/Cell: 860-960-6103

Welcome

Sondreson Hall was constructed by the North Fork Improvement Association in 1952-1953 as a community center for the North Fork. It was a true community effort, built entirely with volunteer labor on donated land and with donated materials.

The Hall has long served as the hub of North Fork activity, hosting thousands of organizational meetings, community events and holiday celebrations, dances and parties, church services, and weddings. It also provides a venue for educational classes on topics such as first aid, fire mitigation, invasive weeds, and land use planning, and serves as a valuable support facility during firefighting operations in the North Fork. Along the walls of the Hall are displays that highlight the contributions of local residents who have supported the community and assured its continued success.

PRIOR TO EVENT

Access: Obtain access code/keys from NFLA Treasurer or Secretary.

Arrival: Plan to arrive 1 hour early for start up / set up. More time may be required if the wood stove is needed to warm the building.

Supplies: For non-NFLA sponsored events, please bring your own coffee and condiments, paper products and 55 gallon trash bags.

Trash: Trash removal is your responsibility. You may take it to the waste transfer station in Columbia Falls.

Water: Bring at least 5 gallons of water for drinking/cleaning.

Sondreson Hall

ON ARRIVAL (Plan to arrive 1 hour early)

The key to the Hall is located in the secure key box to the left of the front door. Use the code to open the box and remove the keys. Your first step is to get the power turned on.

Power Startup:

1. Go to Generator Shed and unlock building. Turn ON the **RED HANDLE** PROPANE VALVE. The valve is located on the right-hand side of the generator INSIDE the generator shed. (Handle is PARALLEL to the supply line when it is ON.)
 2. Remove the GENERATOR PANEL on the left-hand side of the generator.
 3. Make sure the **BLACK BREAKER SWITCH** is OFF. (It is below the **RED SWITCH**.)
 4. PUSH the **RED SWITCH ON** to start the generator.
 5. Let the generator run for a couple of minutes to warm up.
 6. PUSH the **BLACK SWITCH ON** to activate electricity inside Sondreson Hall.
 7. Replace the GENERATOR PANEL once power is turned on. The GENERATOR PANEL must be in position while the generator runs.
 8. **ALWAYS** leave the GENERATOR SHED DOOR OPEN for ventilation, when the generator is operating.
 9. **DO THIS STEP ONLY** when Sondreson Hall propane lights and propane stove are being used. Turn the PROPANE VALVE HANDLE on the YELLOW PIPE in front of the PROPANE TANK to ON. (Handle is PARALLEL to supply line when it is ON.)
- Propane Cook Stove:** DO THIS IMMEDIATELY after step #9. Turn ON propane valve behind the stove and LIGHT the two pilot lights on top of the stove (lift the cover) and the 3rd pilot light in the oven. Turn valve OFF when stove use is complete.
- Electric Lights:** Should come on when power is turned on in the generator shed. Light switches are located by the back door.

Propane Lights: Press in lever and turn up. Hold lighter below the glass globe. Do not touch the mantle. To turn lights off, press in lever and turn down.

Propane light on the rear wall above the oven operates in REVERSE fashion: To light, press in lever and turn down. To turn this light off, press in lever and turn up.

Wood Heater Stove: Has an electric fan inside, make sure it is plugged in to the wall outlet to the right of the wood stove. The stove takes 2-5 hours to warm the hall. It may NOT be left unattended. Firewood is in the shed behind the hall. DO NOT leave anything on the hearth at any time. Lighters and fire starter are located in the wood box near the kitchen.

Wood Cook Stove: Remove anything that is within 2' of the stove prior to use.

Coffee Pot: It takes almost an hour to make the full 40 cups.

Tables/Chairs: Are located at the back of the hall. Set up as desired. Be sure there is easy access to exits in the event of an emergency. Make sure that chairs/tables have rubber caps on the legs to prevent scratching the wood floor.

ON DEPARTURE

Cleaning: Cleaning supplies are located in cupboards to the left of the kitchen.

1. Clean coffee pot, dishes and utensils and put away.
2. Wipe all counters, sinks, tables/chairs with Clorox wipes or disinfectant.
3. Put chairs/tables away. Check for caps on chair legs.
4. Dustmop floors and sweep up any wood debris around the Wood Heater Stove.
5. Bag and remove ALL trash and leave a clean garbage bag in the garbage can with the lid shut.

Propane Cook Stove: Turn OFF gas valve on the wall behind the stove as soon as use of the stove is finished.