

# **Retzlaff Hall Media System Guidelines**

**(Revised January 26, 2020)**

- If you are going to use Retzlaff Hall for an event, it must be reserved ahead of time through the SEPO Office Manager so as to avoid event conflicts.
- Any event utilizing the Retzlaff Media 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](mailto:sepoenews@gmail.com)).
  - Posted on the Web site ([www.sunshinecountryclub.com](http://www.sunshinecountryclub.com)).
  - If you wish to do so, posted in the Library/Lounge.
- The Media system consists of:
  - 2 TVs
  - A DVD player
  - Surround Sound (a sound bar and a floor speaker)
  - An antenna for local TV stations
- Remotes:
  - The two TVs run off the same remote.
  - Sound (via the sound bar) has its own remote.
  - The DVD player has its own 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 along with the Sound Bar. They will be stored there, but if they are abused, we will look at a "sign-out system" for future users.
- To help you get acquainted with the system, a very simple guide has been created and is posted in Retzlaff Hall by the Media System and can be found on the Web site [HERE](#). The Media committee members (Deb Robins, Roy Robins and Wade Prater) have also 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.