

ENTRANCE CODE: The person renting will be issued a CODE, the week preceding your reservation, for entrance into the Pavilion. The code will need to be entered at both the West entrance (opens the North and South doors and the interior restroom doors on the West side) and East entrance doors (opens the North and South doors on the East side). If the renter has just the East or West half rented, please only open the doors on the side rented. If you have not received your code prior to your event, please call City Payments at 920-322-3460.

The doors are programmed to be unlocked for your rental duration once the code is entered. When leaving, the doors will need to be locked. Please press the **CMD button twice (bottom left button) and then enter the code** on the **inside West and East** doors number pad to lock prior to leaving. After the code is entered it takes approximately 30 seconds to lock the doors, allowing enough time to exit the building. Please check the doors from the outside to make sure they locked properly prior to leaving. The code can be entered again from the outside to unlock the door during your rental time, allowing the building to be locked and unlocked during your rental. **The code will expire and not be active at 11:59pm the day of the rental.**

Pavilion Audio/Video system: If the AV system is desired, please let the City Staff know and we will provide you a code to access the system. This consists of a screen on the East and West side of the hall. The screens can be operated separate or together. There are instructions available for operation of the system. The system operates using your laptop and a USB-C cord or an HDMI cord. Please bring one along.