

House rules of the Posthuis



Rental

Renting the Posthuis is done through the website (www.posthuiszaanenpark.nl/verhuur). There, you can indicate the desired rental period and check the associated costs.

Entering the Building

When you arrive at the Posthuis, there are two ways to gain access:

1. If an employee of the Kiosk of NES71 is present, the main door will be open and you can enter the Posthuis directly.
2. If no employee is not present, a volunteer will come to open for you and lead you around.



Lighting Upon Entry

After sunset, two ceiling spotlights automatically turn on.

Near the door, there is a small control panel:

- **Top button:** turns on all downstairs lights (press once).
- **Bottom button:** turns off all lights.

There is also a **round knob** on the left wall near the kitchen entrance with **four options**, allowing you to set your preferred lighting and ambiance.

Opening the Skylights

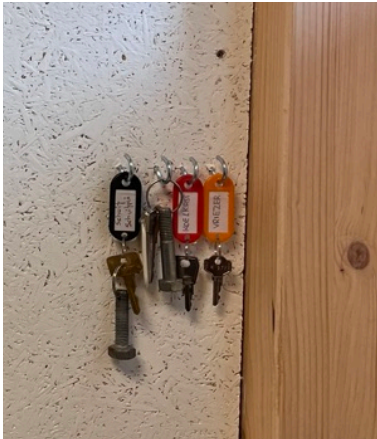
The **Velux skylights** can be opened via two square panels on the wall near the light switch.

- Press the **top button once** to open — they open slowly.
- Press the **bottom button once** to close.

Keys

In the kitchen you will find a set of keys on the left side on the wall.

PLEASE NOTE: DOORS MAY ONLY BE OPENED IN THE PERIOD MAY TO OCTOBER!



This is in connection with our heating system, we don't want to waste heat unnecessarily.

The keys are all labeled. Hang these keys back in place immediately after use. If a key is missing after rental/use, a key needs to be made at the expense of the tenant/user.

Sliding doors and fixed doors

The sliding doors (outside doors) may be opened between beginning of May and October. After that, they must remain closed and locked to prevent heat loss and keep moisture and leaves out. In case of wind and rain, the doors must remain closed anyway, even between May and October. The thermostat knob is set to a fixed position, please do not touch this. The floor heating does the rest.



CAUTION!

The fixed door, the one without the clips at the top and bottom, must always be unlocked first. (Key hangs in the kitchen). After this, the handle can be moved down and the door can be opened.



Do you also want to open the sliding doors?

Again, the cuts must first be pushed up (the bottom) and down (the top). For security reasons, the clips are locked. The key for this hangs in the kitchen. After opening the doors, hang the keys in the kitchen.



After use, you close the sliding doors first. If the clips are locked, you can close the fixed door. If this door is closed, pull the handle up, in this way the door is locked. After this, you use the key to lock the lock. Again, immediately hanging the keys in the kitchen.

If a key is missing after rental, a key will be made at the expense of the tenant/user.

Using the Posthuis amplifier installation ON/OFF



Turn on the amplifier, it takes a while to start up. Press the 'connect' button, then the red light will flash green. Now go to the Bluetooth menu of the device you are streaming from and connect to the 'D3 LOGITECH adapter. If pairing is successful, a short beep sounds over the amplifier and the light turns solid green. From this moment on, audio can be played over the amplifier. Note: the volume can be set from the streaming device.

Next to the amplifier is an HDMI cable to connect a laptop to the screen. In the black box next to the amplifier is a microphone.



Large Cabinets

What can you use from the items in the closet:

In the central room downstairs. There are large cupboards. In the cupboard next to the kitchen is the crockery. You can use this anyway. Of course, the condition is that you put it back clean.



Furniture

There are more chairs and standing tables in the cupboards. The chairs are stacked on a rail, so you can easily get them in and out of the cupboard.

There are also wooden folding benches against the window. You can decorate the room as you want, afterwards put everything clean back as it was. (see photo at page 9 for the standard set up)



Bar

Under the round window is a bar on wheels. This bar can be moved. Make sure that the wheels at the front are off the brake. The bar is extremely heavy and must be moved by at least two people. Always put it back on the brakes! If the bar is moved, it must be put back in the same place under the round window.

KITCHEN

The kitchen is accessible to tenants. What can you use and how does it work?



Refrigerators

There are two table top refrigerators. If there are still products in it from previous rental/use, this can be used.

Coffee and tea

A Bravilor filter coffee machine is available for making coffee. For tea a kettle. Both devices are connected to a power strip. This is basically turned off and you have to turn it on before use. After the rental or use, the switch on the power strip must be turned off again.

There are several jugs for coffee/tea to use, tea bags, sugar and milk are also available.



Electric hob

There is an electric hot plate.

This can be used for heating food.

It is NOT allowed to cook in the kitchen.





Oven

The oven, under the steel countertop, can be used for heating snacks etc. On 1 button there is a large sticker that says DO NOT use. This is the grill function and it is not allowed to use it.

Sink

The large sink in the kitchen can be used. Also for a small dish. Dish soap is available and can be found on the counter, the shelf underneath or in the cupboard next to it.



Dishwasher



The dishwasher is a professional quick washer. This requires special treatment after use. This machine may only be used in consultation with NES71 KIOSK staff.

With less than 20 cups/glasses, cutlery etc.. please wash this by hand.

Ice Cube Machine

The ice cube machine belongs to NES71 and **may NOT be used.**



Other kitchen attributes

In the kitchen, shelves have been installed on the walls. Pans, cutlery etc can be used.

TOILET

Use of toilet

You are a guest in the Posthuis, make sure you leave the toilet as you found it. Accompany small children during use. There is cleaning material in the kitchen, if necessary. There is an electric hand dryer available.



Children in het Posthuis

Children are more than welcome in the Posthuis. Please note that the kitchen and toilets are not play areas and that the sink in the toilet is only to wash hands. Water can also be tapped outside (except in the winter) on the wall next tot he Kiosk via a push button.



Attic

There is a child safety gate in front of the stairs tot he attic. It is NOT allowed to remove the safety gate or enter the attic.

Cleaning

Make sure you leave the Posthuis as you found it. In the cupboard next to the sink you will find kitchen towels, extra toilet paper, garbage bags and a vacuum cleaner.

Sweeping the floor

After using the central room, you leave it as it was. If necessary, sweep the floor. Two brooms and a dustpan are on the left side next tot he entrance of the kitchen.



Waste

As a tenant you are responsible for disposing your own waste. Take all your garbage with you after using the Posthuis.

INDELING

The lay-out of the large space downstairs.

As standard there are four tables folded out with chairs around them. After using the Posthuis everything must be put back in the same place. Of course you run a cleaning cloth over the tables to clean them after use..



Kiosk NES71

The Kiosk is closed if NES71 is not present. It is NOT allowed to enter the kiosk in the absence of employees of NES71.



Emergency Numbers

In case of an emergency, please contact the volunteer host that helped you with setting up.

Liability for Damages

In case of damage to the Posthuis or its materials, **Stichting Posthuis Zaanenpark** may charge the user/renter for repairs or replacement.

The Posthuis belongs to the Neighborhood

Treat it as you would your own home.

Together, we ensure that this beautiful space remains available for everyone for many years to come.