



MT. AIRY LEARNING TREE

**Call MALT if you have questions:  
215-843-6333**

*Your Mt. Airy Learning Tree class is located at:*

### **Allens Lane Art Center**

601 West Allens Lane ~ Philadelphia, PA 19119 ~ p: 215.248.0546

**Directions:** From Germantown Ave. traveling north, turn left on Allens Lane (the WaWa), go through 3 stop signs (Bryan, Cresheim/Train station, Lincoln), the traffic light at Emlen St. and the McCallum stop sign. The Art Center is in between McCallum and Greene Streets on the right.

From Lincoln Dr, coming from the city, turn left onto McCallum, go to Allens Lane, turn left and then turn right into the Art Center's driveway.

**Parking:** In the lots next to the Arts Center or spaces surrounding the Center.

**Personnel:** Call **Craig Stover** of Allen's Lane Art Center cell **215-713-4848**

**Keys:** You will need a key and a security code number. Our code is **2120** and then press the "**ENT**". Please arrange with the MALT office to pick up a key before your class (and return afterwards). There is a \$10 charge for a lost key. Make sure you review the attached alarm code policy as you and MALT will be held responsible for false alarms.

### **General Rules:**

If you are the last to leave:

- Check up and down the stairs, make sure the center is empty.
- Turn off lights and AC.
- Lock front door.
- Drive around the building to confirm all the doors are shut.

Please post MALT signs on the front door and inside when appropriate.

Leave the room as you found it (or better!) Please turn off all lights, air conditioners, etc., and return any chairs, tables, etc. and make sure the door locks behind you when you leave.



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### **Alarm Information for Allens Lane Art Center**

There are 2 security key pads in the building: one on the column in the lobby just outside the bathroom door and another next to the exit door in the downstairs ceramics studio. There is no key pad in the theater. You may use either key pad to arm and disarm the system.

**If you are the first person in the building**, you will need to disarm the security system. Once the door is opened, you have 30 seconds to get to the security key pad and enter your security number. Simply type in your **SECURITY CODE NUMBER** and then press the “**ENT**” key. This will disarm the system. There is nothing more you will need to do. You will know that the alarm is set when you hear a continuous beeping as it counts down from 30 before the alarm goes off. If the system just beeps once, you do not need to enter your code (that just means the watch function has been engaged).

**If you are the last person out of the building** will need to first make sure that there are no other people in the building. If you lock someone in, the system will go off and the police will automatically be called if this happens. **YOU MUST CHECK ALL THREE FLOORS** to make sure you are the last person out. To activate the system, you will need to enter your **SECURITY CODE NUMBER** followed by the “**ENT**” key. You will then have 60 seconds to get out of the building and lock the door before the system activates.

#### **IF THE SYSTEM GOES OFF WHILE YOU ARE HERE**

If for any reason the system goes off while you are here (even if it goes off and then you stop it by entering your code), you will need to get the phone that is located in the box office. (You can take it outside if you can't hear over the alarm sound). You must do two things:

1. The Security System Company will automatically call the center on that phone when the system goes off and will ask for a passcode so that they can stop the system. The passcode you need to tell them is “**ARTCENTER**”. This will allow them to stop the alarm. If they don't get the passcode, they will automatically call the police. Since you may end up missing this call because you are busy trying to reset the system, you must still do the second thing:
2. Regardless of if you are contacted by the security company, if for any reason the alarm goes off, you **MUST CALL THE EXECUTIVE DIRECTOR** on the phone number listed on the back of the phone in the box office so you can let him know what happened. Failure to do so will also automatically call the police.

**WARNING - IF YOU SET OFF THE SYSTEM AND THE POLICE/FIRE ARE CALLED MORE THAN ONCE (PER YEAR), THE CENTER GETS FINED BY THE CITY. YOU WILL BE CHARGED \$75 FOR THIS FEE.**

If anyone ever forces you to deactivate the system under the threat of harm, the system has a unique silent alarm that can be activated. When you enter in your security number, if you add 1 to your security number, this will activate the silent alarm that will notify the police. As an example, if your code number was 1500, if you entered in 1501, the silent alarm would be activated.