



Monmouth  
County  
Historical  
Association

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## Opening and Closing Marlpit Hall

To open Marlpit Hall:

- Unlock back door. Be sure to close door behind you.
- Turn off alarm in modern kitchen by typing in your security code and then pressing “ENT”.
- In cool weather, turn thermostat in back collection storage room from 55• to 65•.
- Push bolt to right to open kitchen door.
- Push bolt to left to open upper half of hall door. Attach hook on door to eyelet on wall to keep door open, weather permitting.
- Check guest register. Date and sign register.
- Hang “Open Today” sign (stored in modern kitchen) outside.

When site is open:

- When visitors arrive, welcome them to site. Have visitors sign register and pay any necessary admission. If visitors are a scheduled group (such as a school group), be sure to give them a receipt for admission fees.
- ALWAYS stay with people who are in the museum.
- Do not allow visitors to touch or sit on museum objects.
- Be sure to note the number of visitors in the categories on guest register sheets (Adult, Member, et al.)
- Encourage non-member visitors to visit other Monmouth County Historical Association sites. Give them the Association brochure and the map with directions, and any current program, exhibit flyers and brochures.

To close Marlpit Hall:

- Remove the “Open Today” sign from outside and store in modern kitchen.
- Close upper door in hall. Push latch to right to bolt door.
- Close door in kitchen. Push latch to left to bolt.
- Reset thermostat in back room to 55•.
- Be sure that all lights and appliances in the modern kitchen are turned off or unplugged.
- Set alarm system by pressing “COMMAND” and then “1”. The alarm will start to beep.
- Exit by way of back door and ensure that the door is locked.

Originally created: 8-91, PMcD  
Edited: 7/13/2015, P. Githens