



Monmouth
County
Historical
Association

70 Court Street • Freehold NJ 07728 • (732) 462-1466 • www.monmouthhistory.org

Opening and Closing Holmes-Hendrickson House

To open Holmes-Hendrickson House:

- Unlock the kitchen door and close door behind you.
- Turn off alarm in closet by hearth by typing in your security code and then pressing “ENT”.
- Pull open kitchen door at this time.
- In the Great Room, open the Dutch door by pushing the bolts on the upper and lower halves of the door. Pull open the door.
- Open the door in the Back Hall, propping open the inner door if needed.
- Check guest register. Date the register.
- Hang Open Today sign (stored in staff room) outside.

When site is open:

- When visitors arrive, welcome them through the front Dutch door in the Great Room. 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 house 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 Holmes-Hendrickson House:

- Remove the “Open Today” sign from outside and store in staff room.
- Close Dutch door in Great Room.
- Close back door in the hall.
- Close door in kitchen.
- Set alarm system by pressing “COMMAND” and then “1”. The alarm will start to beep.
- Exit through the kitchen door and lock the door.

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