



Monmouth
County
Historical
Association

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

Opening and Closing Allen House

To Open Allen House:

- Unlock back door (the back door faces the yard) and walk through the hallway to the original kitchen, opening the door between the two and then closing it behind you.
- In the alarm closet, on the alarm keypad, enter your security code and press “1” to turn off the alarm. The alarm should stop beeping.
- Check guest register. Date and sign register.
- Hang “Open Today” flag 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 house museum.
- Do not allow visitors to touch or sit on house museum objects.
- Be sure to note categories of visitors 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 Allen House:

- Remove the “Open Today” sign from outside.
- Set alarm system by: First, close the door between the kitchen and the hallway. Then, at the alarm keypad, enter your code and press “2”. The alarm will start beeping.
- Exit by way of back door and lock it.