



Monmouth  
County  
Historical  
Association

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## Opening and Closing Covenhoven House

To open Covenhoven:

- Unlock the door to the “modern” kitchen, off to the right of the front door. Be sure to close door behind you.
- Walk through the original kitchen and then the hallway to the hall closet.
- Turn off alarm in hall closet by typing in your security code and then pressing “ENT” on the alarm keypad.
- In cool weather, turn thermostat in hall closet from 55• to 65•.
- Open the front door, weather permitting.
- Check guest register. Date and sign register.
- Hang “Open Today” sign (stored in hall closet) 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 Covenhoven House:

- Remove the “Open Today” sign from outside.
- Close front door in hall.
- Reset thermostat in hall closet 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 walking through the hallway and original kitchen to the “modern” kitchen. Close and latch the door between the kitchens.