



Monmouth  
County  
Historical  
Association

# Marlpit Hall

137 Kings Highway  
Middletown, NJ 07748

## Important Numbers:

Director of Collections, Joe Hammond	Cell	732-688-7112
Executive Assistant, Pati Githens	Cell	732-918-1823
Headquarters: 70 Court St., Freehold		732-462-1466
Hours: 10-4, Tuesdays-Saturdays		
Middletown Police Non-emergency		732-615-2100
CSS – Alarm company		732-780-6787

## FYI

Fire extinguishers are located at:

- 1<sup>st</sup> floor – In the kitchen by the back door that you unlock.

## Emergency Procedures

**In all situations, your safety and the safety of our visitors is important!**

In case of fire, **REMAIN CALM**. Clear the building of people, shutting the door behind you. Call:

- 911 for the fire department.
- The Director of Collections, Joe Hammond, 732-688-7112.

If a person falls or is injured and immediate attention is necessary, call:

- 911 to report the emergency, if requested by the injured party or accompanying party.
- The Interim Director, Chuck Jones, 803-403-3031, to notify him of the situation. If you do not get in touch with Chuck, please contact Joe Hammond or Pati Githens.
- Fill out an accident report. Blank forms are located in the cabinet by the front door.

If there is a power failure, notify Headquarters during business hours or the director and you will be advised on proper procedure, depending on the situation.

If you suspect theft, vandalism, or notice damage to the property, call the director, or if not available, the volunteer coordinator, ASAP. You will be directed on proper procedure.

***DO NOT CONFRONT ANYONE YOU SUSPECT OF THEFT.***

Remember, your personal safety is a primary concern.

## Rules and Policies

Call Headquarters on arrival and before closing up on Fridays and Saturdays. On Sundays, call or text Pati Githens, 732-918-1823, on her cell to check in and out.

In your closing phone call, please provide the following information:

- Number of adult visitors.
- Number of child visitors.
- Total fees collected.
- Any issues that came up.

All visitors must sign in before their tour and pay appropriate fee unless they are members.

This site has no public restrooms.

No pets allowed.

No food or drink in exhibit areas.

There is no trash pickup. Please take any trash with you when you leave.