

Building Use Checklist for UUCCH Committee Chairs

The following actions are necessary for all UUCCH committee chairs to follow when using our buildings for a committee-sponsored event:

1. Planning/booking the event- All events must be recorded by the Church Secretary in the Church calendar (in 3rd qtr 2009, you may be able to book the event directly into the Church's online Google Calendar- more to follow on this)
2. Make arrangements for building access and lockup. ALL doors must be locked when you leave, and ALL lights must be turned off (except outside automatic lights)
3. The HVAC system must be manually turned on 2 hours prior to the start of the event, and must be manually returned to the "Auto" position when you leave. There are separate systems for both the Sanctuary and Fellowship Hall.
4. If the Sound System is needed, a trained person or member of the Sound Committee must be present.
5. If the Kitchen in FH is used:
 - all dishes/utensils must be washed and put away
 - coffee makers must be turned off
 - all perishable food must be removed or refrigerated
 - recyclables must be taken out to the large blue "Recycle Bank" wheeled container
 - trash must be taken to the dumpster outside FH. *The sliding door on the side of dumpster must be closed to prevent animals from pulling trash bags out onto the driveway!*