

Building Use Checklist for UUCCH Committees

The following rules apply to UUCCH committees who are using UUCCH buildings for a committee-sponsored event:

1. Planning/booking the event - All events must be recorded by the Church Administrator (CA) in the Church calendar. The CA will email this checklist to the designated person responsible for the event.
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). If you have questions regarding locking or unlocking, ask Building Use or Property Committee.
3. The HVAC system must be manually turned on up to 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. DO NOT ADJUST THERMOSTAT.
4. If the Church Sound System or audio-visual equipment 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 "Recycling Dumpster" outside FH rear doors.
 - trash must be taken to the dumpster outside FH at the bottom of the driveway. *The sliding door on the side of dumpster must be closed to prevent animals from pulling trash bags out onto the driveway!*
 - Oven must to be turned off after use.
6. At the end of the event, return the room to its original condition.
 - Arrange FH tables and chairs per diagram on wall
 - Sweep floors and wipe down tables.
7. Building Use Safety Rules
 - Fellowship Hall Kitchen: Users of the Fellowship Hall kitchen must receive training and be qualified by a Building Use Manager.
 - Parking: All parking shall be in designated parking lot areas. The circular drive at the front of the church is for drop-off and pick-up only. Parking is prohibited in fire lanes.
 - Beverages: No alcoholic beverages may be sold on Church grounds
 - Prohibited. The following are prohibited:
 - Possession and/or use of firearms and dangerous weapons
 - Flame or smoke producing materials
 - Smoking in any building at any time
 - Threats and unruly behavior

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