

Jefferson Unitarian Church

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Building Users Check List

I. Before Use:

- A. SCHEDULE USE by going to www.jeffersonunitarian.org ("Calendar" tab)
All use must be on the master calendar (including church committee meetings, etc.) in order to
 - avoid conflicts
 - inform/communicate the correct information within/outside of the church community
 - know who was or is in the building(s)

- B. Church members can gain access to the building by calling the church office and requesting the code for the lockbox (mounted on the wall of the Mills Building to the right of the patio door, below the light). This key will open all exterior doors for both buildings.
Remember, you must return key to the lockbox.

II. After Use:

- A. REASSEMBLE the room(s) exactly as you found them; be considerate of the next user.
 - sanctuary chairs must be reassembled according to diagram found in usher's cabinet in the sanctuary.
 - wash and put away dishes used (clean off all counters)
 - take accumulated trash/compostables outside to the appropriate dumpster
 - wash off and put away all tables and folding chairs
 - vacuum all carpeting (commercial vacuum found in storage room next to kitchen)

- B. Close/lock all windows.

- C. Turn out all LIGHTS and turn off all fans.

- D. Lock all exterior doors, shut them tightly and RETURN THE KEY TO THE LOCKBOX.

III. General:

- A. Be sure to DESIGNATE A PERSON to be responsible for all of Item II above.

- B. No vehicles are allowed on CEMENT ACCESSWAYS!

- C. Contact the Chancel Guild, before moving any chancel décor items (art, furniture, flowers).

- D. DO NOT remove art from the sanctuary or chapel walls! Contact art show coordinator, Sandy Early.