

Unitarian Universalist Church of Davis
FACILITIES USE GUIDELINES: BRIDGEHOUSE

IMPORTANT: This space is also a school. DO NOT use/play with/touch their belongings (supplies, toys, books, exercise mats, dishes, microwave, etc.).

You have access to the space, the chairs and tables, the kitchen (minus the dishes and microwave).

The space must be arranged EXACTLY as you found it when you arrived.

If you have questions, please ask the Office Administrator at least a week before your event.

Access: On the doorframe of the main entrance there is a lock box with your key inside. Using the key code from your rental form, open the box, use the key, and return it to the lockbox. You will need to access it again to lock up.

Furniture: The Bridgehouse has tables and chairs for small children. It does not have adult furniture.

Displays: Do NOT use nails, screws, pushpins or anything else that might mar the walls or woodwork. Use non-residue tape (not masking or double-stick tape) or non-staining removable poster gum. Easels are best! Do not hang anything from fire sprinklers or light fixtures.

Fire Danger: Candles - We prefer that you use flameless candles (LED, battery-powered). These candles prevent risk of fire and of dripping wax into carpets. If using real candles, use extreme caution near carpet, draperies, clothing, and on our grounds. Use a holder which prevents drips. Unscented candles only.

Lights: Lights are controlled by wall switches. Turn off all lights when leaving.

Thermostat: Switch the thermostat to "Heat" or "Cool" and push the \triangle or ∇ arrows until you reach your desired temperature. After an hour the thermostat will return to the default. Simply push the arrows again if it's too hot or cold.

Kitchen: Please return everything you use to the place you found it.

- We do NOT have garbage disposals. Please be very careful to remove any food scraps from the sink drain and place in the appropriate waste container. Please don't remove the sink strainer.
- Dishes: Please bring your own or ask, at least a week before your event, to borrow them from another building.
- Washing dishes: Please scrape food off over the appropriate bin, then wash dishes in the sink. Place dishes in rack to dry. Put away when dry.

Playground: Children should be supervised by an adult at all times; this is especially important when children are on playground equipment. The equipment is for preschool-aged children. Youth and adults are asked not to play on the equipment.

Compost, Recycling, Landfill (Garbage) Containers: Zero waste is our goal. Please see the "Tips for a Green Event" included in your rental packet.

Unitarian Universalist Church of Davis
CLEAN-UP & CLOSING CHECKLIST: BRIDGEHOUSE

Kitchen:

- Arrange area as you found it.
- Hand-wash, dry, and take away all dishes & utensils you brought with you.
- Wipe off sink, countertops & all other surfaces.
- Make sure stove and oven are clean and turned off.
- Remove food & beverages from refrigerator.

Classrooms:

- Arrange area as you found it.
- Remove any decorations and personal items you brought.
- Wipe off tables & dust chairs.
- Empty any full recycling & landfill containers used for your event into outside bins in the “Corral” north of the Library/Office Building.

Restrooms:

- Clean the counters and sinks.
- Empty any full landfill containers used for your event into outside bins in the “Corral” north of the Library/Office Building.

Playground:

- Remove any decorations and personal items you brought.
- Make sure all play-area groundcover is back in the enclosure and evenly spread.

Lock up:

- Close & latch all windows & doors.
- Lock the main entrance doors with the key from the lock box. Return the key to the lock box.

I certify that all of the above items have been completed.

Signature of Responsible Party_____Date and time_____

After you complete and sign this form, return it through the mail slot in the Library/Office Building (near the ground, to the left of the main entrance).