

Unitarian Universalist Church of Davis
FACILITIES USE GUIDELINES: LIBRARY

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 library has tables and chairs in it at all times. If you should need other furniture or tablecloths, please ask at least two weeks before your event. Never place food, beverages, vases or anything else on the piano.

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 switches inside the foyer and Library doors. 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.
- Dishwasher instructions are on the front. Please scrape, then rinse food from dishes before putting them in. The dishwasher soap is in small cakes in a cardboard box under the sink. If the dishwasher is full of clean dishes (as indicated by the sign & observation of the dishes), please put them away before adding your own. Towels are under the sink.
- Please use our dishes, coffee pot, microwave, etc., but make sure everything is clean and put away when you're finished.

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

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CLEAN-UP & CLOSING CHECKLIST: LIBRARY

If you used our linens, then you have access to the Main Building, where the washer and dryer can be found in the pantry. If you used only a few dish towels or cloth napkins, place them in the “dirty” basket in the pantry. If you used more than a few dish towels (this includes towels, napkins and tablecloths), please wash, dry, fold and put away your own laundry. Start with this as it will take some time. Instructions are on the washing machine.

Kitchenette:

- Arrange area as you found it.
- Wash and put away all dry dishes & utensils. Dishes can be left in dishwasher if it’s still running when you’re ready to leave; please open it to air-dry the dishes if the cycle is done.
- Wipe out the sink and microwave.
- Wipe off countertops & all other surfaces.
- If used, turn off main power switch to coffeemaker; clean & dry pots & filter baskets.
- Remove food & beverages from refrigerator (or label with today’s date and your name if for a future use).

Library:

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

Restroom:

- Clean counter and sink in restroom.
- Empty any full landfill container to used for your event into outside bins in the “Corral” north of the Office/Library Building.

Lock up:

- Close & latch all windows and 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).