

Unitarian Universalist Church of Davis FACILITIES USE GUIDELINES: MEETING ROOM

Access: Please enter through the north Kitchen door using the keypad code from your rental form; a small green light will come on and the lock will unlatch. Give the door handle a push in, then pull it out to open the door. Make sure the door latches behind you. To give access to the rest of your group, proceed to the west door. In the drawer closest to the west door, you'll find an Allen wrench. Insert the wrench into the hole on the panic bar and turn it a quarter turn while pushing in on the bar, so that it holds the bar in the compressed (unlocked) position. The Kitchen and east doors open in the same manner. When you leave, lock the east, west, & Kitchen doors with Allen wrench. Make sure they are fully closed.

Lights: Lights in all rooms of this building (except the Sanctuary) are controlled by motion sensors. Do *NOT* turn off lights, or they won't come on automatically for the next person. (Exterior lights are programmed to go off automatically at 11 pm.)

Thermostat: To override programmed temperatures on the thermostat (to the left of the door), push the \triangle or ∇ arrows until you reach the desired temperature; then push "hold." The thermostat returns to the programmed setting in 1 hour, but you can override again. Please do not reprogram any thermostats.

Displays: Do *NOT* use nails, screws, pushpins or anything else that might mar walls or woodwork; use non-staining removable poster gum or non-residue tape (not masking or double-stick tape). 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.

Furniture: Chairs & tables are stored in the Meeting Room closet. Never place food, beverages, vases or anything else on the piano.

Operating Manuals: The manuals binder (in Kitchen to right of microwaves) includes manuals for fire extinguishers, Curtis coffeemaker, Bosch dishwasher, Knight commercial dishwasher, large Ascend fridge, Kenmore fridge, Manitowoc ice maker, and Mitsubishi thermostats.

Kitchen: Please return everything to the place you found it! Labels inside kitchen drawers can assist you.

- Septic system: We have **NO** garbage disposals! Protect our septic system by removing all food scraps from sink drains & placing them in appropriate waste containers. Please don't remove strainers from sinks.
- Dishwashing: Instructions for the commercial dishwasher are posted on the wall beside it. Scrape, then rinse food from dishes & utensils before putting them in a plate, glass, or utensil rack (stored under the island counter). This machine washes on a 90-second cycle but doesn't dry. Use a very clean dishtowel to dry all utensils & dishes, especially glasses. Find dishtowels in the Pantry, or bring your own. Small quantities of dishes should be washed by hand or in the small Bosch dishwasher.
- Coffeemaker: The Curtis coffeemaker is simple to use; operating instructions are posted nearby.
- Filtered water: Filtered water is available at the serving counter sink in the Social Hall.

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: MEETING ROOM

Cleaning supplies are on the back wall of the pantry (to the left as you enter the Kitchen from the door with the red keypad). There is a broom, a mop, towels, and cleaner. The washer and dryer are also in the pantry.

- Leave everything as you found it. We highly recommend using a digital camera to record how the room set-up looked before your event, so you can easily restore it after your event.
- Lights in this room are controlled by motion sensors. Do *NOT* turn off lights, or they won't come on automatically for the next person. (Exterior lights are programmed to go off automatically at 11 pm.)
- If you used only the equivalent of a few dish towels, place them in the "dirty" basket in the pantry. If you used more than that (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.
- If you used the piano, replace the cover.
- Remove your food & beverages from the fridge(s).
- Clean all surfaces used to serve food or beverages & all countertops & sinks in restrooms.
- Wash, dry & return any glasses, dishes & kitchen utensils you used to the places you found them.
- If you made coffee, clean & dry coffeepots & filter baskets & turn off main power switch to coffeemaker.
- If you used the dishwasher, drain it, empty scrap basket, turn off main power switch & dry surfaces.
- Remove any decorations or personal items you brought.
- Close lower half of window blinds.
- Wipe off tables & chairs & return them to the places you found them.
- If you used the Social Hall, please return the furniture to the default configuration so that the space is ready for the next group/activity. You'll find the default set-up on the front of the white fridge.
- Empty any full Recycling & Landfill containers (including those in the restrooms) used for your event into outside bins in the "Corral" north of the Office/Library Building.
- Close & latch windows.
- Lock east & west Social Hall doors & Kitchen door with Allen wrenches.
- Make sure all doors are fully latched.

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).