

Building Use Guidelines for Committees

Please make sure you have and know how to use the key to the meetinghouse. You can check one out from the office staff. The outside door key also opens the outer office.

Lock the entry doors once everyone has arrived. (People not connected with the Meeting have come into the building during meetings.) Lock the outer office door before leaving.

The thermostat in the conference room controls the heat and air conditioning in the conference room and the offices. Please remember to turn the thermostat back down if you used heat, or off if you used the air conditioner. Two thermostats in the meetingroom control heat only and two in the lower level control heat and air conditioning.

Air conditioning in the lower level should remain on during the summer months for dehumidifying, and the heat should be set to 55 during the winter months to prevent pipes freezing.

If you choose to turn any phone's ringer off, please turn it back on before leaving.

Windows should be shut and locked when departing.

All lights should be off. You may need a flashlight when walking out.

The Director of Ministry's office door is kept locked. If you need files or other items that may be in there, please check with staff ahead of time.

Please mark dates of committee meetings on the hall calendars and notify the office.

If you are using other parts of the building, please follow these basic procedures:

Check and turn off all lights, including bathrooms.

Turn down heat in all spaces (there are 5 thermostats); or turn off air conditioner in conference room only (not in lower level).

If the microphone is used, please turn it off and return the batteries to the re-charger.

Please ask how to operate the elevator.

If food is eaten, the areas must be swept or vacuumed. Spot clean carpet with a knife and sponge and dishwashing liquid as needed. Garbage must be taken with you since we have no trash pick up.

If you are using the allen wrench to "dog down" the bars on the doors, please ask how to use it, so the bars are released and re-locked when leaving.

If the nursery is used, return all toys, chairs, etc. to their place. Children may not be left unattended during meetings.

Please vacate the building by 10 pm at the latest, per agreement with the neighbors. Thanks!

It is likely that another group will be using the building before you return. Please put away all items that you may have gotten out - take boxes, bags, coffee cups, etc, with you so that others have a clean space for their gatherings. Check with Property Committee before storing additional things at the meetinghouse.