

UU CHURCH OF BELFAST BUILDING USE INSTRUCTIONS

1. Building Access: To unlock the front or side exterior door of the church, use the key provided in the lock box located to the left of the side door. The combination will be provided by your church contact. To keep the front door unlocked, a metal pin must be inserted into a small hole in the panic bar on the inside of the door. The pin hangs on the doorframe to the left of the door. Insert the pin into the small hole while the push bar is depressed. To lock the door just remove the pin and replace it on the hook. The side door must be locked with the key. To gain access to the basement or kitchen (if it is locked), contact the person listed below.
2. Lights & Thermostat: The building thermostat and the sanctuary lights are located on the back right wall of the sanctuary. When leaving please return the thermostat to its prior setting (55°). Turn off all lights except for the switch to the right of the kitchen door. These are safety lights, which light the hallway and stairs and will go off automatically.
3. Kitchen: The kitchen is equipped with basic service for 75 people. As part of our Green Sanctuary policy, we appreciate the use of nondisposable dishware and eating utensils.

The kitchen is equipped with a dish sanitizer. All dishes must be thoroughly rinsed before placing them in the sanitizer. Use two tablespoons of soap (located under the sink to the immediate left of the sanitizer) per load. All dishware and kitchenware must be washed, dried and put away.

To use the coffeemakers in the kitchen, follow instructions posted on the wall.

4. Piano: The piano must not be moved under any circumstances.
5. Tables & Chairs: Extra six foot and eight foot tables are located at the front of the sanctuary to the right behind the velvet curtain. They must be returned to the same location following their use.

All tables and chairs must be returned to their original locations.

6. Problems: In the event of a problem, please contact: Cary Bradford, Gail O'Donnell or Roger Lee,