

GUIDELINES AND REQUIREMENTS FOR USE OF SPACE AT THE UNITARIAN CHURCH OF MONTPELIER

SAFETY AND SECURITY CONSIDERATIONS

- Smoking is not permitted in or on the church grounds.
- It is important to keep all exits open and accessible. Please do not put any chairs, tables, or other items in front of exit pathways or stairways.
- No alcoholic beverages or illegal substances are permitted on Church property.
- Only service animals are permitted in or on the church grounds.
- Candles may NOT be used without prior permission.
- If necessary, the user will be provided with a key to the building. Copies of the key may not be made, and the user must keep the key in his/her possession until returned to the Church office.
- Children must never be left unattended in any part of the building, including the Nursery and Pre-School Rooms.
- The user should monitor unlocked entrances to prevent entry by unauthorized persons.
- The user must familiarize himself/herself with the layout of the building and the locations of exits and fire extinguishers.

FIRE REGULATIONS

- Users should inform the participants in any program or event of fire exits prior to the beginning of the event.
- **If more than 25 people will be present, the front doors of the church must be propped open.**
- **Seating capacity of the Sanctuary is 230 persons (including ushers, organizers, etc.) This capacity must not be exceeded.**
- No additional chairs may be set up and standees are not permitted.
- If you anticipate more than 200 attendees, use a “clicker” to count them as they enter. (Clickers are kept in the drawer of the small table in the church entryway. Be sure to return them so you are not charged.)
- Ushers should encourage attendees to sit so that full capacity of 5 people per pew is achieved. Coats may be left in the Vestry.
- Ushers must be familiar with exit routes.

ELEVATOR

The church is equipped with an elevette, which goes from the Vestry to the Sanctuary. Users of the Sanctuary may make arrangements with the Office Assistant or Sexton for instruction in the use of the elevette at a time prior to their use of the building.

MAINTAINING THE FACILITIES

- Please be careful of the Church property.
- Please be courteous to others who use the space, leaving it at least as clean as it was when you arrived.
- Please take your trash and put it in the outdoor bins when you leave.

- Please do not pin or tape anything to the walls inside the Church or on the doors or outside surfaces of the Church. Sandwich boards are available for posting your signs and notices.
- There is no food or drink allowed in the Sanctuary or Fireplace Room.

USE OF EQUIPMENT AND SPECIAL FACILITIES

- A Building Use Agreement to use part of the Church for a meeting or program does NOT include the use of other rooms for childcare or green room purposes. Additional rooms such as the Children's Chapel, Nursery or Vestry may be used ONLY when the user has contracted for same in the Agreement, with applicable fees.
- Users offering child care must provide their own consumable child care supplies (including paper, crayons, etc.)
- The user is responsible for setup and breakdown of all tables, chairs and risers used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Use of the coffee bar and kitchen is by special arrangement in advance of use. Such use may involve an additional charge.
- Use of the Church organ or piano is by special arrangement in advance of use, and only with the permission of the Church Music Director.

USE OF THE KITCHEN

- The kitchen may only be used when prior arrangements have been made and included in the Building Use Agreement.
- If you are heating things on the stove or in the oven you MUST turn on the vent fan. The switch is located on the wall in the alcove to the left of the stove. Please turn the fan OFF when you are done.
- The kitchen must be left clean.
- The red and white china, melamine plates, soup mugs and drinking ware are available for use by groups having a meal at the church.
- Dishware used during your function must be washed either in the Vestry dishwasher or in the industrial kitchen dishwasher and put away after use.
- Instructions for using the stove and kitchen dishwasher can be found posted on the wall nearby.
- Turn OFF all appliances when finished.

USE OF COFFEE BAR IN VESTRY

- If prior arrangements have been made to use the coffee bar in the Vestry, users should provide their own coffee, tea and accompaniments.
- Instructions for using the coffee maker are in the drawer of the coffee bar.
- Instructions for using the coffee bar dishwasher are posted on the door of the cabinet above the dishwasher.
- Unplug the coffee maker when you are done using it.

WASTE AND RECYCLING

- All recyclables must be rinsed and sorted into appropriate containers built into the kitchen island, or in the blue containers in the Vestry.
- All compostable food should be put in the compost pail which is underneath the kitchen island directly across from the stove
- All deposit containers should be rinsed and placed in the basket underneath the table in the School Street entryway.
- Nonrecyclable tableware (paper plates, plastic utensils, etc.) may not be used except in the rare case when attendance exceeds our supply of durable tableware.
- Please take your trash and put it in the outside containers (located in the trash enclosure behind the church on the School Street side and accessible from the parking lot) when you leave.

LIABILITY AND DAMAGES

- Damage to church property caused by the user, any contractor or employee of the user, or any person attending the event sponsored by the user, is the user's responsibility.
- Any damage, cleaning, or replacement costs resulting from the misuse of church facilities, equipment, furniture or fixtures will be charged to the user.
- Services of police or firemen to satisfy the requirements of the State statute or local ordinance, or for any other reason, shall be arranged and paid for by the entity contracting to use the building.
- Any personal or group property left on church premises shall be at your own risk and only with prior permission.

PARKING

The Church does not provide parking spaces for building users. On-street parking is available throughout the downtown area. There is also a parking garage one block from the Church. Anyone who parks in the reserved spaces on the School Street side of the Church risks having their vehicle towed.

CLOSING UP

- When the function is over, the user must check the building to be sure that all persons have exited.
- Heat should be set to the temperature indicated on the signs at each thermostat.
- All windows and doors closed and locked.
- All lights turned off.
- All trash removed from the church and put in the outdoor bins.
- **Please use your closing checklist.**