



# Guide to Facility Use




2200 East End St. NW Olympia, WA 98502-8321  
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Building & Grounds Committee  
April 2006

# Kitchen Inventory

## West Wall of the Kitchen

Cups, Plates, Blue Teapot	Cups, Plates, Blue Teapot	Plastic Wrap Storage Bags	Large Trash Bags
		Microwave	

Pitchers and Carafes	Coffee Filters Measuring Cups	Signs, Labels, Supply Request Forms
	Coffee, Tea, Sugar, Baskets	Coffee, Tea, Sugar, Baskets

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\* Forms are available from the Church Administrator or from the O.U.U.C. website at [www.olyuu.org](http://www.olyuu.org)

**South Wall of the Kitchen**

Storage	Vases	Refrigerator	Spices and Cooking Supplies		Pass Through Window					
	Vases									
		Dishwasher	Sink	Sink	Sink	Sharp Knives	Can Opener Utensils	Measuring Cups	Pitchers and Carafes	
			Dishwashing Supplies	Dishwashing Supplies		Trays	Silverware	Plastic Wrap Foil		
							Dish Towels Aprons	Ladles		
							Dish Towels Aprons	Aprons Tablecloths		

## Kitchen Inventory

### North Wall of the Kitchen

Plates	Plates Cereal Bowls	Paper Napkins Placemats Paper Cups Glasses	Paper Napkins	First Aid Kit	Emergency	China Bowls Corel Bowls Glasses	Pans Bowls Cookie Sheets	Pans Bowls Cookie Sheets	Punch Bowl and Cups
Can and Bottle Recycling	Garbage	Congre- gational Services	Toothpicks Scotch Tape ,etc.	Stove and Oven		Hot Pads Tablecloths Tablecloths Tablecloths White Linens	Social Advocacy		
		Coffee Makers Teapots	Coffee Makers Teapots				Social Advocacy		

## Welcome Event Hosts!

We are pleased to offer the use of our church home to you. This is a unique and special place – and one we hope serves the needs of our members and guests. The guidelines in this booklet are meant to help keep this church home welcoming and comfortable for all users.

## What is the Olympia Unitarian Universalist Congregation?

We welcome all who come with a yearning for truth, love and peace. Ours is a community of varied ages, economic circumstances, and racial and ethnic origins. We are of differing genders and sexual orientations. Our abilities are unique to each of us.

Our congregation is part of the liberal religious tradition. As such, we value freedom, reason and tolerance as fundamental to our communal and personal religious journeys. Toward that end we draw upon the teachings of varied religious traditions, science, philosophy and our own experiences as part of life's sustaining web of existence.

We gather to create a religious community to which we can bring the fullness of our humanity—our joys and sorrows, our longing for spiritual renewal, our commitment to promote greater justice in the world and our efforts to grow in wisdom, generosity and compassion. We invite you to participate that we might journey together in this ongoing creation.

Rev. Arthur Vaeni

## Our Mission

Our community is a place to grow in mind and spirit. We promote a loving, just and sustainable world through service, learning and action.

## Purposes and Principles Unitarian Universalist Association

**About 218,000 members among 1,039 congregations across the United States affirm and promote:**

- The inherent worth and dignity of every person.
- Justice, equity and compassion in human relations.
- Acceptance of one another and encouragement to spiritual growth in our congregations.
- A free and responsible search for truth and meaning.
- The right of conscience and the use of the democratic process within our congregations and in society at large.
- The goal of world community with peace, liberty, and justice for all.
- Respect for the interdependent web of all existence of which we are a part.

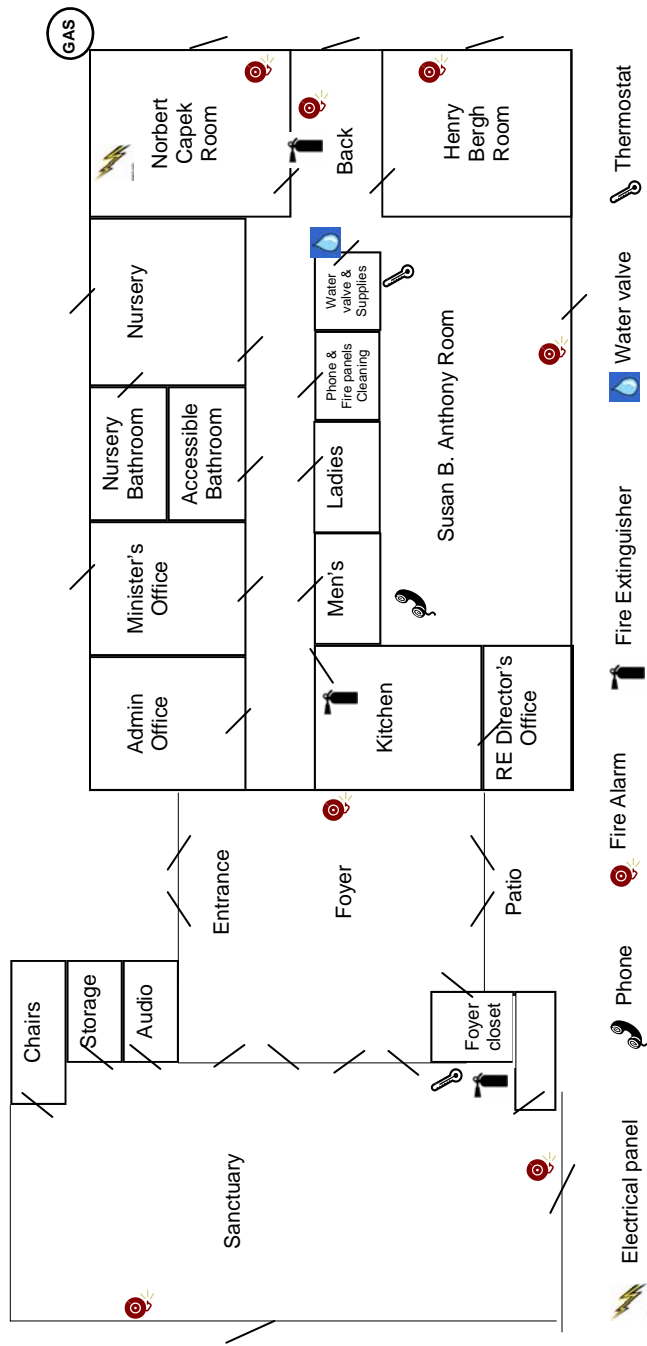
**The living tradition we share draws from many sources:**

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life.
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love.
- Wisdom from the world's religions which inspires us in our ethical and spiritual life.
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves.
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit.
- Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

**Grateful for the religious pluralism which enriches and ennobles our faith, we are inspired to deepen our understanding and expand our vision.**

<p><b>Sanctuary</b> Grand piano – Yamaha Sound system Movie screen Risers Altar 3 plant/object stands Fire extinguisher</p>	<p><b>Susan B. Anthony Room</b> 3x6' tables, white x 3 2x4' table 22 blue child chairs Teaching supplies &amp; storage Boom box 3 divider screens 4x6x3'</p>	<p><b>Nursery Bathroom</b> Diaper pail Tools under sink Closet Potty chair TP Paper towel rolls Bucket</p>	<p><b>Water valve &amp; supply Closet</b> TV with DVD Media cart Teach supplies Card table 2 old easels</p>
<p><b>Foyer</b> 2 tables 18" by 5' Welcome banner Brochure kiosk</p>	<p><b>Henry Bergh Room</b> 12 blue child chairs Teaching supplies &amp; storage</p>	<p><b>Patio</b> Cover Outdoor heat</p>	<p><b>Back entry hall</b> Spinet piano – Baldwin Books Fire extinguisher</p>
<p><b>Foyer closet</b> Nametag kiosk Welcome table supplies Card tables Banners 3x6' tables Easels &amp; pads Portable movie screen Votive candles 3-panel screen Free-standing dry erase marquee Floor dolly Small footstool</p>	<p><b>Norbert Capek Room</b> 3/6 tables, metal x 2 1 child chair 3 easels with newsprint Tall stool Toshiba TV with VHS/DVD Teach supplies &amp; storage</p>	<p><b>Beatrix Potter Nursery</b> Rocker Pack &amp; play Exersaucer 2 child tables 6 wood child chairs 2 toy boxes Changing table Boom box Toys Books</p>	<p><b>Fire &amp; phone panels &amp; Cleaning supply closet</b> Fire alarm panel Phone panel Janitorial supplies Vacuum Brooms x 3 Dust mops x 2 Wet mops x 3 Dust pans x 2 Duster Cleaning agents</p>
<p>* Furniture, equipment and supplies may shift from room to room with use. Please return all as above when possible.</p>			

## OUUC Floor Plan & Inventory\*



## Guidelines for Facilities Use

**Availability:** The Olympia Unitarian Universalist Congregation offers space to its members and to non-profit organizations. Use by other than non-profit groups is approved only in special circumstances. Space is available for single-event use or for long-term use. There are no fees for members for life passage events; others are charged a usage fee (see pg. 8).

**Approval:** Requests for use of the facilities must be scheduled through the Church Administrator at 786-6383. Office hours are 11 a.m. to 4 p.m., Monday through Thursday. At other times, leave a message.

**Weddings, Memorials and Receptions:** Supplemental information and guidelines pertaining to weddings, memorials and receptions are available from the Church Administrator.

**Payment:** A \$50 deposit shall be paid at the time the date of the event is confirmed on the church calendar. The total facility use payment is due one week prior to the date of the event. Half of the deposit is refundable if cancellation occurs at least two weeks prior to the scheduled date.

**Deposits:** A cleaning deposit is required in advance of any use of the facility by non-members. If alcohol will be consumed, a special security deposit is also required. This deposit is returnable when it has been determined that no additional janitorial service and no repairs of incidental damage are required. Actual costs of repairs will be deducted from deposits.

**Audiovisual Fee:** Only qualified persons may operate the audiovisual system. The fee for the use of the system is \$15 per hour for other than church sponsored events. This fee includes a technician's time, the use of the wireless microphone, hearing-impaired Soundmates, and an audio tape of the event.

**Pianos:** .A Yamaha grand piano graces the sanctuary; a Baldwin upright piano sits in the back hall. These instruments need special care! Never pluck the strings or attempt to tune or to adjust them in any way. The grand piano should be covered when not in use. Do not place objects on the pianos. Permission from the Church Administrator is required for use of the pianos and a fee of \$25 is charged to non-members. Users will be held liable for any damage.

**Hours:** The church is available for use week-days between the hours of 9:00 a.m. and 11:30 p.m. Always consider our neighbors when using the building. The speed limit is 25 mph speed on East End Street with no parking in the cul-de-sac or by the mailboxes. Please keep noise outside the building to a minimum, especially in the evening.

**Waste Management:** Please follow the following waste management principles:

- Reduce the amount you discard;
- Reuse as much as you can;
- Recycle waste materials;
- Properly dispose of materials that you cannot reuse or recycle.

Reusable plates and eating utensils are strongly preferred to disposable ones. Glass, metal and plastic containers should be cleaned before being recycled; a recycle bin is located in the kitchen counter. Bins for recycled paper are available in the foyer and in all smaller meeting rooms. A list of items accepted for recycling is posted above each container. If the recycling containers are full, please empty them in the bins outside at the north end of the building.

**Cleanup:** Each building user is responsible for set-up and clean-up. Assistance with set-up and clean-up is available subject to a custodial fee. All users of the building are expected to return areas used to the condition in which they were found (or better).

### **Power failure**

- Operating more than two coffee makers on one side of the kitchen causes a breaker to trip. If this happens, reposition the coffee makers and reset the breaker in the electrical panel in the Capek room.
- If a power failure to the building occurs (storm, transformer, etc.), shut off the main water valve to the building. Power runs the sewage lift pump up the hill in front. Without power, sewage backs up. The valve is located in the Water Valve/Supply Closet at the end of the hall.
- Report any power peculiarities to one of the church contacts immediately.

### **Toilet back-up**

- Single toilet problems can be fixed with the plunger located in each bathroom and by turning off the water valve located directly behind and below the toilet. Report any toilet problems to one of the church contacts immediately.
- For major toilet problems such as flooding from more than one toilet, call one of the church emergency contacts immediately.

### **Telephone**

- If you need a telephone, one is available in the Anthony room (see floor plan pg. 14).

### **Tools**

- Tools for minor repairs are located under the sink in the nursery bathroom.
- Report any equipment problems to one of the church contacts immediately.

### **Earthquake**

- Follow standard earthquake safety procedures.
- Once it is safe and if there has been damage to the church's utilities, shut off the water (Water Valve/Supply closet), the power (Capek room), and the gas (outside near the electrical meter at NW corner of the building). See floor plan on pg. 14.
- Report actions to church contacts immediately.

# EMERGENCY CONTACTS & INFORMATION

## CALL 911 FOR ANY MEDICAL, FIRE OR POLICE

**EMERGENCY!** As soon as possible, also call a church contact person to report the situation and request assistance as needed. Contact names and phone numbers are posted on the Church Administrator's door.

### Church emergency contacts

A list of current contacts is posted on the door of the Church Administrator's office. The church phone is in the Susan B. Anthony room.

### Fire

The locations of the red fire alarm stations throughout the building and are noted on the floor plan (pg. 14). For your safety and the safety of the building, use them unless the fire can quickly and easily be put out.

- Fire extinguishers are in 1) the sanctuary, 2) the kitchen, and 3) by the back outside door.
- Smoke detectors are mounted throughout the building which alert city emergency services.
- Fire regulations require 1) all exit doors be kept clear for egress and 2) nothing be stored within 18" of the ceiling.

### Spills

- Blot spills immediately with paper towels located in the kitchen or bathrooms. Then use the mop, rags, broom and/or cleaning supplies as appropriate from the closet in the hall to finish (Phone/Fire Panels and Cleaning closet).
- Notify the Church Administrator or Custodian if more custodial care will be needed to clean or to prevent permanent stains.
- Coffee particularly stains the carpet and upholstery. Immediate clean-up prevents permanent marks.
- Blood spills require special handling. A labeled clean-up kit with instructions is in the hall closet (Phone/Fire Panel and Cleaning Closet).



### Clean-up (cont.)

- Put away any tables and chairs used or return them to their original arrangement.
- Remove all signs placed inside or outside the facilities immediately upon conclusion of each event.
- Pick up, wash, dry, and return to cabinets and drawers any dishes, silverware, and cooking utensils used. If the dishwasher is full or nearly so, start it before leaving.
- Dispose of any trash or food remains by putting them in the trash cans or recycling bins, as appropriate.
- If trash or garbage containers are full, empty them into the dumpster at the north end of the parking lot.
- Vacuum carpets and mop vinyl floors where any spillage or soiling has occurred.
- Turn off all stove-top and oven burners; turn off coffee pots.
- Clean all counters, sinks, carts, coffee pots and stove-tops used.
- Check restrooms to be sure trash is in containers and toilets are not running.

If extra janitorial work is required because of the failure of a user to follow these guidelines, the user will be charged at the rate of \$15 per hour for clean-up.

**Security:** The building must be protected against theft and vandalism at all times.

- Any group using the building must designate an individual who is responsible for security.
- All outside doors and windows must be locked when the building is vacant.
- The front door combination will be provided to those who require it by the Church Administrator.
- At the discretion of the Church Administrator, non-O.U.U.C. groups may be required to pay for the services of staff to provide adequate security.

**Thermostats:** The sanctuary thermostat is programmed. For a temporary adjustment, see instructions on the thermostat. For large gatherings, flip the fan switch under the lower right side of the thermostat to turn on the furnace fan for air circulation. On warmer days, a pole is available in the sanctuary for unlatching and opening windows. After the event, close windows and turn off the fan. Press "Run Program" to return the thermostat to the pre-programmed norm. Do not adjust the thermostat in the Anthony Room.

**Donations/lost items:** Storage in the kitchen is limited. Donations of food or kitchen items must be previously approved by the kitchen crew (see contact list on Church Administrator's door). Unapproved items will be given away or discarded. Label any food or items held for a specific event with the date and event name. Reclaim any left or lost items quickly.

**Supplies:** Contact the kitchen crew for needed supplies (contact information is on Church Administrator's door). Church school supplies and ongoing church projects are to be left untouched.

**Damage:** Users are responsible for any breakage or other damage they might cause to the building or its furnishings through misuse or carelessness. Charges will be based on the actual cost of repair or replacement.

**Smoking:** The Olympia Unitarian Universalist Church is a smoke-free building.

**Personal injury/loss:** Users of the facilities agree to absolve the church of responsibility in connection with personal injury and/or the loss or damage of any personal property during use of the church facilities. Children must be supervised and not allowed to run freely about the buildings or grounds. The church is not responsible for the actions of anyone served alcoholic beverages by the group using the facility.



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## ACCIDENT OR INCIDENT REPORT

Please fill out report and give to a paid staff person.

Accident  Incident/Dangerous Occurance

Date of accident/incident \_\_\_\_\_ Time \_\_\_\_\_

Place it occurred \_\_\_\_\_

Name of injured person (if any) \_\_\_\_\_

Address \_\_\_\_\_

Age \_\_\_\_\_ Gender \_\_\_\_\_

Parent/Guardian (if applicable) \_\_\_\_\_

Parent/Guardian notified: Date \_\_\_\_\_ Time \_\_\_\_\_ By whom \_\_\_\_\_

Full description of the injury:

Full description of the circumstances:

If medical care was received, briefly describe what and by whom administered:

Full description of the incident or dangerous occurrence:

Name of person(s) who witnessed the accident or occurrence:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name of person making report \_\_\_\_\_ Date \_\_\_\_\_

Revised 3/06



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**WORK REQUEST**

If you see something in need of maintenance or repair please fill out this form and leave it in the Buildings and Grounds file in the hallway near the church office.

Room description \_\_\_\_\_

Requester \_\_\_\_\_ Date \_\_\_\_\_

The following item of maintenance/repair is requested:

Is this a safety issue? Yes \_\_\_\_\_ No \_\_\_\_\_

The following special request is made:

Date needed \_\_\_\_\_

For office use....

Work assigned to \_\_\_\_\_ Date \_\_\_\_\_

Work completed by \_\_\_\_\_ Date \_\_\_\_\_

Notes:

Revised 10/05

**FACILITIES USE AGREEMENT (one-time event)**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone(H) \_\_\_\_\_

Date of Use \_\_\_\_\_

Time Facilities Needed:

Hours of function: from \_\_\_\_\_ to \_\_\_\_\_

Time for set-up: \_\_\_\_\_

Church sponsor (if applicable) \_\_\_\_\_

	Fee		Fee
___ Sanctuary	___	___ Piano	___
___ Susan B. Anthony Room	___	___ Set-up/Restore	___
___ Henry Bergh Room	___	___ Sound System Operator	___
___ Norbert Capek Room	___	___ Sexton Service	___
___ Nursery	___	___ Cleaning/Damage Deposit	___50
___ B&G Annex	___		
		<b>Total</b>	<b>\$</b> ___

Request the use of the following: (see fee schedule)

A \$50 deposit shall be paid at the time the date is confirmed on the church calendar. The total use fee is due one week prior to the date of use. Half of the deposit is refundable if cancellation occurs at least two weeks prior to the scheduled date. After the event, the deposit will be returned when it has been determined that no additional janitorial service or repairs of incidental damage are required. Use the *Facility Checkout* form to complete your use of the facility.

I have read the *O.U.U.C. Guidelines for Facilities Use* and agree to abide by the provisions stated.

By \_\_\_\_\_ Date \_\_\_\_\_

Organization's authorized signature

For Office Use

\$50 deposit received on \_\_\_\_\_

Final payment of \$ \_\_\_\_\_ received on \_\_\_\_\_

Deposit returned on \_\_\_\_\_

In Full \_\_\_\_\_ Partial \_\_\_\_\_ (Reasons) \_\_\_\_\_

Revised 10/30/05

## FEE SCHEDULE

Sanctuary, up to 3 hours.....	\$100
Sanctuary, additional hours over 3.....	\$20/hour
Sanctuary, maximum fee.....	\$200
Susan B. Anthony room, up to 3 hours.....	\$50
Susan B. Anthony room, all day.....	\$80
Bergh or Capek room, up to 3 hours.....	\$30
Bergh or Capek room, all day.....	\$50
Nursery with other building use.....	no charge
Kitchen for food preparation.....	\$10/hour
Entire building (except offices) all day.....	\$300
Sound system operator.....	15/hour
(\$15 minimum)	
Sexton service.....	\$15/hr
(\$15 minimum)	
Piano.....	\$25
Cleaning/damage deposit.....	\$50
Cleaning/damage deposit if alcohol is used in the building (Liquor control board permit is required).....	\$500

Fees are waived for:

- O.U.U.C. members for life passage events such as weddings or memorials.
- O.U.U.C. committees, special interest or affiliated groups.
- O.U.U.C. sanctioned groups (subject to Board approval).
- Groups sponsored by an O.U.U.C. committee.

This schedule is subject to review and revision by the O.U.U.C. Board of Trustees at any time.

Revised 10/05



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### FACILITY CHECKOUT

Please use this form as a reminder for weekly or monthly meetings. Leave this form for the Church Administrator in the labeled file outside the church office door before leaving the premises.

Group \_\_\_\_\_

Room \_\_\_\_\_ Date \_\_\_\_\_

**Clean-up.** Be sure the room is orderly and as clean as it was before your meeting or event. Put chairs and tables away and empty trash containers in dumpster located in northwest corner of parking lot.

\_\_\_\_\_ **Heat .** If you have temporarily adjusted the thermostat in the sanctuary, push "Run Program" to return settings to their pre-programmed norm.

\_\_\_\_\_ **Windows.** Shut and lock all windows

\_\_\_\_\_ **Kitchen.** Be sure coffee pots, stove and oven are all off. Clean counters, sinks, stove and coffee pots. Wash, dry and put away any dishes that have been used. If the dishwasher is full or nearly so, start it before leaving. Take trash to dumpster (located in northwest corner of parking lot). Sweep floor and mop up any spills (cleaning equipment and supplies are in the hall closet). Do not leave any food in the refrigerator or any extra dishes or utensils. If you have items to donate, please contact the kitchen crew in advance as storage is limited (contact on Church Administrator's door).

\_\_\_\_\_ **Lights.** Turn off all inside lights.

\_\_\_\_\_ **Doors.** Double-check that all doors are locked and firmly latched.

\_\_\_\_\_ **Restrooms.** See that all restrooms are vacated and no toilets are running. Lights will switch off automatically.

*I have completed all items checked off above for the room(s) used by this group.*

\_\_\_\_\_  
*Responsible Person's Signature*

\_\_\_\_\_  
*Date*

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