



Building Use Policy And Procedure Unitarian Universalist Congregation (UUC)

421 South Farwell Street
Eau Claire, WI 54701
(715) 834-0690

The UUC building is open to all individuals and groups that are compatible with our U.U. Principles. The UUC reserves the right to decline rental requests.

BUILDING USE CALENDAR

The calendar is kept in the church office and maintained by the Office Manager. Please check the calendar in person (or call the church office) before publicizing any event, because rentals, weddings/memorial services, and other church events may also be scheduled.

KEYS

Keys may be obtained through the Office Manager. If you need to open the building for groups, programs, repair, etc., please request a key. **Non-members who require keys will make a \$25.00 key deposit.**

PARKING

Free parking is available across Gray Street on weekends and evenings. Metered parking is available across Farwell Street and on Gray Street. Renters may use the church alley if staff will not be using it during the rental.

OPENING THE BUILDING

Your key will open the door to the Gray Street entrance. The south front door on Farwell Street may be unlocked from the inside, too, if your group will be using that door. It can be unlocked by pressing the plunger flat and sliding the little toggle switch into lock position. The right side of the door (from inside, looking toward the street) should remain locked into the ceiling/floor.

LIGHTS

Please turn on enough lights to welcome people in and through the building. The lights in the sanctuary can be turned on in the passageway on the left of the sanctuary. In the event of a power failure, the exit signs will remain illuminated. **Please remember to turn off all the lights when you leave.**

HEAT

Summer rentals: **please note that there is no air-conditioning in the main building.** The newer part of the building has air-conditioning. There are four thermostats available to renters. 1) The thermostat by the piano regulates the heat for the sanctuary. 2) The thermostat in the Buddha room regulates heat in that room. 3) The thermostat in the basement (on the center post that divides the two rooms on the west end of the room) regulates the heat in the basement. 4) The thermostat in the Seekers Room regulates that heat and air conditioning in that space. Push the up/ahead arrow on the thermostat to 70°. Renters are responsible turning heat down to 55° before leaving the building.

WINDOWS

The only windows that open are in the sanctuary, gathering room, Buddha Room (top floor), and Seekers Room. The windows around the sanctuary and gathering room are tricky/dangerous to open and keep open. The top section often falls when you lift the bottom section; it is best to work with a second person when opening them. **NEVER** open the windows with stained glass. Remember to close the windows that you have opened. There is an attic fan; the switch is behind the door to the Buddha Room. It is for use when some of the windows are open in the summer. It is disconnected and covered in colder weather.

PIANO

The piano is locked at all times. Use of the piano needs to be scheduled ahead of time with the Office Manager. The piano should **NEVER** be moved off the level on which it is located.

CLOSING THE BUILDING

Please think about the security of the building as you turn out lights and lock up. There are currently two usable entrances into the building: the south front entry on Farwell Street and the Gray Street entrance. The north front entry on Farwell Street is an emergency exit. Even if you did not open a door, please check that ALL doors are securely locked when you leave after your event. People from your event may have exited out a door that you did not previously unlock.

SOUND SYSTEM

The sound system is set for our weekly Worship Services. If you plan on using the sound system, you will need to request this through the Office Manager prior to your event so someone will be scheduled to assist during your event.