

Guidelines and Rules for Building Use

The following guidelines apply to all users of UUCA facilities.

- Please do not attach anything to the walls, doors, or ceiling with tacks, tape (INCLUDING BLUE PAINTERS TAPE), or staples. Hooks for the picture rails can be obtained from the Facilities Manager. Tacks (not staples) may be used on authorized bulletin boards in the hallways.
 - **NOTE:** The fabric acoustic panels in the Fellowship Hall are not to be used as bulletin boards.
- Metallic or Mylar balloons can short out the light fixtures. Please use only Latex balloons—anchoring them securely to tables.
- Ornaments, temporary lights, etc. should not be hung from light fixtures and sprinkler heads/pipes.
- Please unlock the wheels on the blue tables before moving – the wheels will break if this is not done.
- Tablecloths may only be used with prior permission and should be returned laundered and ironed within 5 days of your event.
- **SMOKING** is not allowed anywhere in the building. As of August 18, 2014 use of e-cigarettes and all like devices inside the UUCA building are prohibited.
- Please— no food or drink in the Sanctuary or Chapel.
- All setups, cleanups, and lockups **MUST** be arranged in advance with the Administrative Coordinator.
- ALL decorations, food, wine, beer or spirits must be removed from the premises, the kitchen cleaned, tables cleared, and all trash and recyclables bagged and placed in the appropriate dumpsters outside.
- Please do not prop open the doors; they may be held open for loading and unloading.
- Audio and audiovisual equipment may only be used by prior arrangement. If possible, please return AV equipment to its storage location when finished. Training and guidance on the use of AV equipment is available from the Facilities Manager during weekday business hours and is **STRONGLY** recommended before your event. AV equipment may not be moved, altered or modified by the user(s).
 - **AV systems in Sanctuary, Center, and Activity Room, as well as the lighting in the Center, may only be operated by trained persons.**
- Please do not attempt to open/close the partitions in the Activity Room. This can be difficult and should only be done by those trained to do so.

Failure to follow these guidelines and rules may result in forfeiture of part (or all) of security deposit and/or future use privileges.