

## Guidelines to Use of the Alumni/ae Room

**Room setup and supplies** - If you need supplies or room setup for your meeting, please make your request to the Parish Administrator at least one week before your meeting date. If you see a need for more supplies (in bathroom or kitchenette) or if you notice any broken or damaged equipment, please leave a note in the office.

**Doorbell** - The doorbell to the right of the front door will ring in the Alumni/ae Room.

**Tables and Chairs** - There are 40 chairs stored on a rolling rack in the closet. Please re-stack all chairs, and place back in closet when you are done using the room. Folding tables and additional chairs are located in the closet storage.

**Furniture and Walls** - Keep in mind when moving chairs, tables, and furniture to pick up the pieces, DO NOT drag across the floor, as it will cause marks. Please do not place any items taped or otherwise on the walls. This is a newly renovated room; please help us to keep the room at its original state. If you have any questions; please speak with the Parish Administrator.

**Bathroom facilities** - A handicap-accessible, unisex bathroom is available directly opposite the Alumni/ae Room. The light switches are located inside the bathroom to the left of the door.

**Heat** - The basic heat settings are set on a timer. Please speak with the Parish Administrator before your event to discuss temperature needs. Please DO NOT press any of the temperature controls; this can permanently change the heating and cooling settings, resulting in unnecessary expenses.

**Windows** - The windows can be opened using the crank that is stored in the closet. If you open windows, please close them when you leave the room. Please make sure you return the crank to the closet after use, we only have one!

**Parking** - There is limited parking for staff only! If you need to unload or load items please speak with the Parish Administrator.

**Kitchenette use** - All church groups may use the kitchenette. Use of the coffee makers and supplies within cabinets are for congregational use only.

**Kitchen use** - All church groups may use the kitchen in the basement, but must speak with the Parish Administrator beforehand.

**Cleanup** - A broom and dustpan are stored in the closet. Mops are located in the kitchen downstairs. If you make a mess, please clean it up.

**Lights and locking up** - Please be sure to turn off all lights in the Alumni/ae Room, hallways, and bathrooms when you leave. If you are the last group leaving the building, please double check that all lights are off, and everyone has left the building. The only light that needs to be left on is the light in the vestibule doorway located at the front door.

**In the case of an emergency** - Please contact the Parish Administrator. After hours, please call the Emergency Pager, 617-876-3256 x250, leave message and someone will return your call.

## **Guidelines to Use of the Fireside Room**

**Room setup and supplies** - If you need supplies or room setup for your meeting, please make your request to the Parish Administrator at least one week before your meeting date. If you see a need for more supplies (in bathroom or kitchen) or if you notice any broken or damaged equipment, please leave a note in the office.

**Doorbell/Door** - Access to the Fireside Room is through the straight stairwell. The doorbell at the side door by Pinocchio's will ring in the Fireside Room. People coming to meetings/events in the Fireside Room should use this door. To minimize disruption to other groups, please do not walk through the Shelter/Café area to access the Fireside Room.

**Tables and Chairs** - Chairs and tables in the room are available for use and may be rearranged as needed. Please try to lift, rather than dragging the furniture, to avoid scratching the floor. There are additional chairs and folding tables stored in the closet opposite the kitchen entrance. Please re-stack all chairs placing them, place folding tables back in the closet when you are done using the room. Tables and chairs must be wiped clean after use.

**Bathroom facilities** - Non-handicap-accessible women and men's bathrooms with changing tables are available directly outside the Fireside room. Handicap-accessible bathrooms are available at the other end of the basement, in the shelter area. These may be used if Handicap access is required. If the shelter is in operation or another group is using the space, please ask for permission to use these bathrooms as a courtesy to the other group.

**Heat** - The basic heat settings are set on a timer. If you need to override the temperature - to make the room either warmer or cooler - you may do so by using the slide control located on the wall near the doorway. Pressing the button activates the override. The light will go on to indicate that override is active. Slide the control to the left to lower the temperature and to the right to increase it. This will override the temperature setting for a period of three hours. To cancel the override, press the button again.

**Windows** - If you open any windows, you must make sure that you close and securely latch them when leaving.

**Parking** - There is limited parking for staff only! If you need to unload or load items please speak with the Parish Administrator.

**Kitchen use** - All church groups may use the kitchen, but requires groups to speak with the Parish Administrator beforehand.

**Student Center** - The Student Center is not a part of the Fireside Room and is not to be used.

**Cleanup** - Brooms, dustpan, and mops are stored in the kitchen. If you make a mess, please clean it up.

**Lights and locking up** - A variety of lighting options are provided in this room. The lighting is not designed for all lights to be turned on at once. Using all of the lights is expensive and unnecessary. Note that slider switches must be depressed until you hear an audible click to turn the dimmer lights all the way off. Please ensure that all Fireside Room, hallway and bathroom lights are extinguished when you leave. If anyone in your group entered the kitchen or shelter area; please extinguish all of those lights too. If you are the last group leaving the building, please double check that the main door is locked. The only light that needs to be left on in the building is the light in the vestibule.

**In the case of an emergency** - Please contact the Parish Administrator. After hours, please call the Emergency Pager, 617-876-3256 x250, leave message and someone will return your call.

## Guidelines to Use of the Café Area

**Room setup and supplies** - If you need supplies or room setup for your meeting, please make your request to the Parish Administrator at least one week before your meeting date. If you see a need for more supplies (in bathroom or kitchen) or if you notice any broken or damaged equipment, please leave a note in the office.

**Doorbell/Door** - Access to the Café area is through the ramp entrance or via the main entrance, depending on the group. The doorbell at the ramp will ring in the shelter. If the front door is used, someone will need to be upstairs to admit people into the building.

**Tables and Chairs** - Chairs and tables in the room are available for use and may be rearranged as needed. Please try to lift, rather than dragging the furniture, to avoid scratching the floor. There are additional chairs and folding tables stored in the closet opposite the kitchen entrance. Please re-stack all chairs placing them and folding tables back in the closet when you are done using the room. Tables and chairs must be wiped clean after use and should be returned to their original configuration.

**Bathroom facilities** - Non-handicap-accessible women and men's bathrooms with changing tables are available directly outside the Fireside room. Handicap-accessible bathrooms are available at the other end of the basement, in the shelter area. These may be used if Handicap access is required.

**Heat** - The basic heat settings are set on a timer. If you need to override the temperature - to make the room either warmer or cooler - you may do so by using the slide control located at the far end of the shelter near the staff sleeping quarters. Pressing the button activates the override. The light will go on to indicate that override is active. Slide the control to the left to lower the temperature and to the right to increase it. This will override the temperature setting for a period of three hours. To cancel the override, press the button again.

**Windows** - If you open any windows, not all windows have screens and we ask that you only open ones that do. You must make sure that you close, and securely latch them when you leave the room.

**Parking** - There is limited parking for staff only! If you need to unload or load items please speak with the Parish Administrator.

**Kitchen use** - All church groups may use the kitchen, but requires groups to speak with the Parish Administrator beforehand.

**Limits of Café space** - Use of the Café area does not imply permission to use the shelter sleeping areas, showers, lockers, counseling area, laundry room or shelter television set. Explicit permission is needed for use of these areas.

**Cleanup** - Brooms, dustpan and mops are stored in the kitchen. If you make a mess, please clean it up.

**Lights and locking up** - A variety of lighting options are provided in this room. The lighting is not designed for all lights to be turned on at once. For example, do not light the sleeping areas and the ramp if you are sitting at a table by the kitchen. Using all of the lights is expensive and unnecessary. Note that slider switches must be depressed until you hear an audible click to turn the dimmer lights all the way off. Please ensure that all shelter, kitchen, hallway and bathroom lights are extinguished when you leave. If you are the last group leaving the building, please double check that the door is locked.

**In the case of an emergency** - Please contact the Parish Administrator. After hours, please call the Emergency Pager, 617-876-3256 x250, leave message and someone will return your call.

## Guidelines to Use of the Dormitory and Café Area

**Room setup and supplies** - If you need supplies or room setup for your meeting, please make your request to the Parish Administrator at least one week before your meeting date. If you see a need for more supplies (in bathroom or kitchen) or if you notice any broken or damaged equipment, please leave a note in the office.

**Doorbell/Door** - Access to the Dormitory/Café area is through the ramp entrance or via the main entrance, depending on the group. The doorbell at the ramp will ring in the shelter. If the front door is used, someone will need to be upstairs to admit people into the building.

**Tables and Chairs** - Chairs and tables in the room are available for use and may be rearranged as needed. Please try to lift, rather than dragging the furniture, to avoid scratching the floor. There are additional chairs and folding tables stored in the closet opposite the kitchen entrance. Please re-stack all chairs placing them and folding tables back in the closet when you are done using the room. Tables and chairs must be wiped clean after use and should be returned to their original configuration.

**Bathroom facilities** - Handicap-accessible bathrooms are available at the end of the dormitory/café space. When utilizing showers please check that all water is off before leaving. Do not leave any products or clothing behind.

**Supplies** – We do not provide sheets, blankets or pillows; each person/group is responsible for providing their own supplies. Note that sleeping bags work well. We also do not provide showering materials, i.e.: soap, mats, and towels.

**Heat** - The basic heat settings are set on a timer. If you need to override the temperature - to make the room either warmer or cooler - you may do so by using the slide control located at the far end of the shelter near the staff sleeping quarters. Pressing the button activates the override. The light will go on to indicate that override is active. Slide the control to the left to lower the temperature and to the right to increase it. This will override the temperature setting for a period of three hours. To cancel the override, press the button again.

**Windows** - If you open any windows, not all windows have screens and we ask that you only open ones that do. You must make sure that you close, and securely latch them when you leave the room.

**Parking** - There is limited parking for staff only! If you need to unload or load items please speak with the Parish Administrator.

**Kitchen use** - All church groups may use the kitchen, but requires groups to speak with the Parish Administrator beforehand.

**Limits of Dormitory/Café space** - Use of the Café area does not imply permission to use the shelter lockers, counseling area, laundry room or shelter television set. Explicit permission is needed for use of these areas. Your group does not have the ability to use any of the space outside of the Dormitory/Café.

**Cleanup** – Brooms, dustpan and mops are stored in the kitchen. If you make a mess, please clean it up.

**Lights and locking up** - A variety of lighting options are provided in this room. The lighting is not designed for all lights to be turned on at once. For example, do not light the sleeping areas and the ramp if you are sitting at a table by the kitchen. Using all of the lights is expensive and unnecessary. Note that slider switches must be depressed until you hear an audible click to turn the dimmer lights all the way off. Please ensure that all shelter, kitchen, hallway and bathroom lights are extinguished when you leave. If you are the last group leaving the building, please double check that the door is locked.

**In the case of an emergency** - Please contact the Parish Administrator. After hours, please call the Emergency Pager, 617-876-3256 x250, leave message and someone will return your call.

## Guidelines to Use of the Sanctuary

**Room setup and supplies** - If you need supplies, please make your request to the Parish Administrator at least one week before your meeting date. If you see a need for more supplies (in bathroom or kitchenette) or if you notice any broken or damaged equipment, please leave a note in the office.

**Door** - The door can be unlocked if there is a security person in place, preferably a UniLu member (this will cost extra).

**Furniture and Walls** - Keep in mind when moving chairs, tables, and furniture to pick up the pieces, DO NOT drag across the floor, as it will cause marks. Please do not place any items taped or otherwise on the walls. If you need to move any part of the pulpit or if you have any questions, please speak with the Parish Administrator.

**Bathroom facilities** - A handicap-accessible, unisex bathroom is available directly opposite the Alumni/ae Room. The light switches are located inside the bathroom to the left of the door. There is also a bathroom located in the vestry (to the right of the pulpit).

**Heat** - The basic heat settings are set on a timer. Please speak with the Parish Administrator before your event to discuss temperature needs. Please DO NOT press any of the temperature controls, this can permanently change the heating and cooling settings, resulting in unnecessary expenses.

**Windows** - The windows can be opened using the crank that is stored in the closet. If you open windows, please close them when you leave the room. Please make sure you return the crank to the closet after use, we only have one!

**Parking** - There is limited parking for staff only! If you need to unload or load items please speak with the Parish Administrator.

**Kitchenette use** - All church groups may use the kitchenette. Use of the coffee makers and supplies within cabinets are for congregational use only.

**Cleanup** - A broom and dustpan are stored in the closet of the room across from the Kitchenette. Mops are located in the kitchen downstairs. If you make a mess, please clean it up.

**Lights and locking up** - Please be sure to turn off all lights in the Sanctuary, hallways and bathrooms when you leave. If you are the last group leaving the building, please double check that all lights are off, and everyone has left the building. The only light that needs to be left on is the light in the vestibule doorway located at the front door. Please speak with the Parish Administrator before your event.

**In the case of an emergency** - Please contact the Parish Administrator. After hours, please call the Emergency Pager, 617-876-3256 x250, leave message and someone will return your call.