

## ***Building Lock-up Procedures***

### **Unitarian Universalist Church of Cheyenne**

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These Procedures are intended for the “Key Holder” for UUCC groups, activities, and committees and for outside groups using the building. When you request and are assigned a building key, you assume full responsibility for the Key and agree to the following procedures when closing the building and to follow all applicable Building Use Guidelines established by the UUCC Board of Trustees.

- I. You must have completed a green Building Use Form or white Building Use Agreement requesting use of space prior to the event/meeting/gathering. Always notify the Church Administrator of changes in your group’s schedule so that we know that that space is available for others.
- II. **NEVER** duplicate the key.
- III. Do not loan the key. If someone needs a key, they need to contact the Church Administrator.
- IV. **If you are the person unlocking the building for an event, BE SURE to UNLOCK the doors leading from the Sanctuary to the back parking lot.**
- V. When leaving the building, always check for other groups using the facility.
  - A. If there is another group meeting in the building when you leave, speak to the Key Holder for that group and let them know you are leaving and that they are responsible for locking up.
  - B. If you can’t find anyone to tell that you are leaving, then lock-up the building.
  - C. **NEVER** leave the building without telling another Key Holder or locking up.
- VI. To close and lock-up the building, the following areas need to be checked:
  - A. Check all areas to be sure they are clean and orderly. Report any problems to the Church Administrator.
  - B. Be sure all the exit doors are secured by pushing on them (some of the handles stick and look closed when they are not.) This includes:
    - i. Sanctuary Doors to the back parking lot
    - ii. Fire Exit door at front of Sanctuary
    - iii. Double doors on stairs at back of Social Hall (lead to back parking lot)
    - iv. Outside door in Kitchen
    - v. Front door to church
  - C. Basement — Walk through the basement to be sure all LIGHTS are OFF.
  - D. 2nd Floor Offices — Check that all lights are off and doors closed.
  - E. Main Floor – All lights are OFF
    - i. Restrooms
      - a. Check to see that restrooms are clean and orderly
      - b. Be sure water in commodes is not running
      - c. Check to be sure lights are out
    - ii. Kitchen
      - a. Stove and oven are off
      - b. Coffee makers are unplugged
      - c. Food and beverages are appropriately dealt with
      - d. Dishes are washed and put away
      - d. Trash is taken out to the dumpster
  - F. **LOCK** and check the Sanctuary Door and the Front Door as you are the last out of the building.