

APPENDIX C

UUCSC Facility Use Policy

How to open doors, turn on lights, control heat and air conditioning

Unlocking the exterior entrance doors

The exterior entrance doors open with a key. After you open the doors, they will still be locked on the outside. To unlock them so others can enter the building, you must reposition the “push” bar in the middle of each door. Each push bar contains a second lock. After you enter the building and close the doors behind you, the push bars will be in the “out” position. To put the push bars in the “in” position, you will use an Allen wrench, a small L-shaped metal bar with hexagonal ends. As you are facing the glass doors from inside, the top and bottom panes of the window glass are separated by a metal rail. The Allen wrench is on that rail, all the way to your right—you will have to climb the stairs to the Oneto Room to reach it. Insert the end of the Allen wrench in the small hole on each push bar, and turn it as you push the bar in. When you hear a click, and the bar remains in the “in” position, the door is unlocked. Be sure to put the Allen wrench back where you found it. To lock the doors, reverse this process—insert the Allen wrench in the holes and turn it in the opposite direction, and the bars will pop back out.

Opening the doors to the Sanctuary

The doors to the Sanctuary open with a key.

Opening the door to the Oneto Room

Access to the Oneto Room is from the Sanctuary. The door between the Sanctuary and the Oneto Room is not locked. Enter the Oneto Room and cross the room to the door that opens into the church entry area. That door can be unlocked and locked manually from inside the Oneto Room.

Opening the exterior ramp door to the Oneto Room

To open the door to the Oneto Room that leads to the outdoor ramp, enter the code in the keypad.

Light switches

Light switches are labeled and are located in the following places:

- When you climb the three stairs from the church entry area into the Sanctuary, light switches are on the wall to your right as you enter the Sanctuary.
- In the Sanctuary, light switches are on the wall to the left of the door into the Oneto Room.
- In the Oneto Room, light switches are on the wall to the right of the door that leads outside to the ramp.

- In the kitchen, light switches are on the wall below the electrical panel. The panel and the light switches are on the wall to the left of the doorway from the kitchen to the choir area.

Heat

Thermostats are located:

- In the Oneto Room, on the wall in the book corner.
- In the choir area, on the wall to the left of the doorway from the choir area into the kitchen.
- In the Sanctuary, on the wall to the right of the door into the Oneto Room. This thermostat controls the heat in the Sanctuary.

When you are closing the building after an event, you must return the thermostats to their original settings.

Air conditioning

There is air conditioning for both the Oneto Room and the Sanctuary, but they cannot be operated at the same time. A toggle switch between the two systems is located on the wall in the Oneto Room to the left of the doorway into the kitchen. After you turn off the air conditioning in one room, you must wait five minutes before turning on the air conditioning in the other room. The controls are located:

- In the choir area, on the wall to the left of the doorway from the choir area into the kitchen.
- In the Oneto Room, the thermostat is on the wall to the left of the doorway into the kitchen.

When you are closing the building after an event, you must turn the air conditioning off.

In case of fire

The fire alarm is in the Oneto Room, on the wall to the right of the door that leads outside to the ramp.

Fire extinguishers are located:

- in the kitchen
- in the hallway at the rear of the Sanctuary
- in the Oneto Room
- in the second-floor hallway
- in the nursery
- outside the nursery
- in the basement rear hallway
- in the basement outside the boiler room