

HOUSE RULES

FIRST UNIVERSALIST CHURCH
3400 Dupont Avenue South, Minneapolis, Minnesota 55408
612-825-1701

Please be a good steward of our building.

SECURITY & SAFETY

- **Exterior building doors** must be closed and locked at all times *except* while being monitored by greeter(s) for your event. If leaving the building after the Church Office is closed, exit through the doors to the parking lot.
- The building is a **smoke-free environment**. Smoking and incense are prohibited.
- **Appropriate adult supervision** is required for all events involving children or youth.
- **Candles and tea lights** must be supervised closely at all times. Candles must be placed in stable, wide-based candle holders, and tea lights must be placed inside glass votive holders. Keep **matches and lighters** under close control.
- **Telephones** are available for local and emergency use in the Church Office (during office hours) and Kitchen. Press the “outgoing” bar to reach an outside line.
- **AEDs** (Automatic Electronic Defibrillators) are located at the back of the Sanctuary behind the sound booth and on the wall across from the Church Office.
- A **First Aid Kit** is located in the Kitchen.
- Check with the Church Office about the location of **emergency exits** and **fire extinguishers**.

SIGNS & DECORATIONS

- **Signs** may be posted only as approved in advance by the Church Communications Coordinator.
- **Signs** (as approved by the Communications Coordinator) **and decorations** may be posted on unpainted surfaces using *only* masking tape. With prior permission from the Church Office, signs and decorations may also be posted on painted surfaces using *only* removable mounting tabs (available from the Church Office).
- Do *not* attach **signs or decorations** to exterior building doors or the stage curtains in the Social Hall.

HOUSE RULES (cont.)

FOOD & BEVERAGES

- **Food and beverages** may be served and consumed in the Social Hall, Chalice Room, Cummins Room, Library, Classrooms, and outdoor Courtyard.
- **Alcoholic beverages:** In order to be in compliance with Minneapolis city codes, First Universalist requires any group serving alcohol to hire a bartending service.
- If using the **Kitchen**, follow the list of directions posted there. Also:
 1. Move the black handle on the **dishwasher** to “ON” about 30 minutes before using it so that the water will be hot enough to wash dishes.
 2. Allow 40-60 minutes for the water in the built-in **coffee maker** (adjacent to the serving window) to heat sufficiently to brew coffee.
 3. Be sure to bring coffee and other beverage and food supplies, and any disposable items such as napkins, cups, and plates, which are needed for the event.

SPECIAL ARRANGEMENTS

Please arrange in advance with the Church Office for use of the piano in the Social Hall and any sound system equipment, audio/visual or other equipment, and heating and air conditioning needs.

LIGHT SWITCHES

- **Sanctuary:** A row of light switches is located in the center section of the back (east) wall. Ceiling spot lights and the lights directly over the Chancel are controlled from an electrical panel and switches located behind the Chancel through the door to the left (south) of the Chancel.
- **Social Hall:** Switches controlling various overhead **canister and track lights** are located in three places:
 1. On the south wall by the main Social Hall entrance doors from the Atrium,
 2. Near the stage and Library toward the northwest end of the room, and
 3. At the top of the stairs on the east side.

The **chandelier** is controlled by a large knob on the wall in the hallway to the right (north) of the stage.

The **lights on the columns** are operated by canister switches located on the right (north) side of the stage behind the curtains.

The **stage lighting and drop-down screen** are controlled by switches located on the left (south) side of the stage.

AT THE CONCLUSION OF YOUR EVENT

The attached checklist must be completed and turned into the Church Office before leaving the building. If the Church Office is closed, place the completed checklist in the drop box outside the Church Office.