




Doors and Keys

Key Labeled “M”: is the Master key and opens all external doors to buildings 1, 4, and 5, the internal doors to sanctuary and the doors to most of the downstairs closets

Key Labeled “C” opens the downstairs closet door where the projector, dvd player, portable screen and laptop are stored.

Buildings 2 and 3 each open with a unique key, to maintain some security for the preschools

All doors with a ‘push-bar’ can be kept unlocked by using an Allen Wrench  to open the door from the inside. The Allen Wrench can also be used to lock the door from the inside. CAVEAT: Some UUCR doors operate a bit differently than this!

Keys for Audio-Visual Equipment The church’s AV equipment is locked in closets that have unique keys. The 70” HD Television is in the “Aesthetics” closet (the double door closet at the end of the Building 1 Lobby, next to Fellowship Hall doors). The 45” HD Television is in the AV closet downstairs, between the two bathrooms. (For more details about these TV’s, please see the section on AV Equipment below).

The **keys** for both the Aesthetics closet and the downstairs AV closet are **in the Workroom**, on the shelves where the mailboxes are. See the photo below.

- On the mailbox shelves, on the right side--next to the mailboxes for Justin F, Justin O, Canvass, Adult Faith Formation, etc...
- There is a space on the shelf, between the mailboxes and the frame of the shelving
- There is a piece of blue painter tape on the frame
- Behind that tape, on the inside of the shelving frame, is a ring with 2 keys... The one marked **AC** is the key for the Aesthetics closet; the one marked **C** is the key for the downstairs closet.





Thermostats

All thermostats are programmed to come on before there are typically activities in the space (like around 8:30 Sunday morning), and to dial themselves back after activities are typically done. If you have an event at a non-typical time, you can raise or lower the temperature by using the directional arrows on the thermometer.

Sanctuary: There are 3

- Back of stage, controls heat in stage area
- On post to the right as you enter sanctuary from corridor, controls the main sanctuary floor
- On back wall, next to sound closet, controls the back of sanctuary with low ceiling

Building 5 Downstairs: There are 2

- In kitchenette area, controls that end of the basement and restrooms
- In room 50, to the left as you enter next to the doorframe, controls all classrooms

Building 1: There are 3

- 2 in Electrical Closet to the right as you enter the closet
 - One controls Founders Hall
 - Other controls the Lobby area
- 1 on wall opposite double-door table-cloth closet, controls kitchen and Fellowship

Building 2, 3, and 4: There is one in each

- Walk in the front door, proceed down hallway to where hall turns left.
- Turn left, and thermostat is on the wall to your left.



AV Equipment

UUCR has a variety of audio-visual equipment, stored in a variety of places around the buildings. Please contact the church administrator (churchadministrator@uucr.org), Donna Taylor, to reserve this equipment for your event.

Sound Systems UUCR has two sound systems, one in the sanctuary and the other in Founders.

SANCTUARY SOUND SYSTEM

- 1) Retrieve the old sound system keys from the usual place and unlock the black Craftsman cabinet. For now, the keys to the roll-top desk are stored in the very top drawer of the black Craftsman cabinet; take out those keys and unlock the roll-top desk to reveal the sound mixer. This is what you see:



Recall Scene



Channels/Faders/slide controls

Main

2) Make sure all the mixer's faders (slide controls) are all the way down.

3) Turn on the sound system using the wall-mounted power switch in the sound closet—just like in the olden days. This will turn on everything except the monitor speakers. It takes several seconds for everything to turn on.





4) On the mixer, recall the "Scene" named Sunday. This will restore the mixer to a known default state. Near the upper right of the mixer, find and press the "Scene" button. Turn the adjacent knob until the scene name "Sunday" appears in the display. Press the "Recall" button, and then press "Scene" again.



5) All of the channels/faders are labeled. The first 5 are the ones you're most likely to use: Pulpit, HH1 (handheld 1), HH2, LAV (lavalier), EAR MIC (earpiece mic). There are also channels for the floor jacks on the stage, in case you need to use a wired microphone. Channel 22 is for playing music from an iPhone or similar device, using the podDI box that's sitting next to the mixer. There's also a CD player (channels 23 and 24) in the rack unit on the right side of the desk. (If you play a CD, you need to use both channel faders to bring up the volume.)

6) Test the batteries in all 4 wireless mics and replace if necessary. Use the battery tester in the top drawer of the Craftsman storage cabinet.

7) Bring the Main fader up to unity gain, and then bring up the faders for each mic or other device you plan to use. For the channel faders, start well below the unity gain position and gradually raise the fader until you have enough volume without feedback.

8) Make sure that the "Mute" button for the channel you are using is not illuminated. If it is, press it to unmute the channel.

9) Do a mic check with the user and adjust the channel faders to appropriate levels. You can make additional adjustments as needed during the event.

10) This is optional: you can temporarily mute any channel that is not currently being used. For example, if a handheld mic is in use and no one is at the pulpit, it's OK to mute the pulpit mic (channel 1) using the Mute



button for that channel. Just remember to unmute it when someone needs to use that mic. Muting unused channels is a good practice that helps prevent feedback and eliminates some unwanted noise, but it's not strictly necessary.

11) When you are done with the system, **turn off the sound system using the wall switch.** Turn the Main and channel faders all the way down. Lock the desk and put the desk keys in the top drawer of the Craftsman cabinet. Put away the wireless mics and lock the Craftsman cabinet (and the rack unit if you unlocked it).

FOUNDERS SOUND SYSTEM is on a rolling rack in the corner of Founders, by the windows to the parking lot. This system also operates by a single toggle switch on a lower shelf of the system rack. This system is not locked.

Projector is stored in the locked AV closet downstairs (use key labeled 'C' to open). Please see **page 1 Section about "Doors and Keys"** for more information about unlocking the AV closet.

Church Laptop This Windows 8.1 operating system machine has a 15.6 inch screen and plenty of memory and speed to support presentations, videos, minute taking, and other activities for UUCR programs and events. Microsoft Word, Excel and Powerpoint are resident on the laptop. The laptop also has a dvd drive and a usb port. The laptop is stored in the AV locked closet downstairs, along with other technical equipment. The user name and password for the computer is displayed on the keyboard. Please see **page 1 Section about "Doors and Keys"** for more information about unlocking the AV closet.

HDTV We have three HDTVs: one 70 inch on a rolling cart, one 45 inch on a rolling cart, and one 52" table top in Room 44. All can connect to dvd players and can access the internet, Netflix and YouTube.

- The 70 inch TV is stored in the Aesthetics Closet (a double-door closet at the end of the Lobby in Building 1). Please see **page 1 Section about "Doors and Keys"** for more information about unlocking the Aesthetics Closet. We recommend you test this equipment ahead of your event, to be sure you have the necessary cables and connections.
- The 45 inch TV is stored in the locked AV closet downstairs. Please see **page 1 Section about "Doors and Keys"** for more information about unlocking the AV closet. We recommend you test this equipment ahead of your event, to be sure you have the necessary cables and connections.

Portable Screen is stored in the locked closet downstairs (use key labeled 'C' to open).

Fixed Screen a pull-down screen on the parking lot side wall in Founders Hall.

WIFI is available throughout the buildings. Accessibility for guests is available without a password. A secure connection is available using the Password: nurture beloved community.



Paper and Such

Easels are in place in each classroom downstairs and in Founders and Room 44. Easels should not be moved out of the room. Additional, more portable **easels** are stored in the left front corner of the Workroom, next to the copier. If you move an easel from its regular location, please return it.

Easel/Chart Paper is also found in the Workroom, in a white wooden bin. Please alert Donna if you need a full pad of chart paper.

Paper—White and Colorful, Letter and Legal sized—is stored in the Workroom in the shelves of the base cabinet.

Markers and Pens are in the drawers of the base cabinet.

Copier Security code for the copier is 1111. Copier only makes black and white copies.



Lights

Sanctuary lights are controlled by the panel in the back of the sound closet. There is a diagram on each switch indicating what set of lights that switch controls.

Founders Hall lights are sort of managed by three different switch panels. Founders Hall lighting is more of an art than a science! The primary switch panel is in the alcove behind the double doors near the piano. The other two panels are a bank of switches near the lobby doors and at the back of the stage. The recommended approach is to:

- Turn on ALL the light switches (and bring up the dimmers) from the primary panel;
- Flip all the switches on panel by the lobby doors, and leave on the switches that turn on more lights;
- Flip all the switches on panel at the back of the stage, and leave on the switches that turn on more lights;
- Return to the primary panel, and adjust switches and dimmers to produce the lighting you want.



Tables and Chairs

UUCR has a variety of tables for use throughout our facilities. Tables are stored in the closet behind Founders. Our table inventory consists of:

- 20 6'x30" rectangular
- 8 8'x30" rectangular



- 3 4'x18" rectangular
- 10 6'x18" rectangular
- 4 40" tall bistro
- 12 5' round

And there are a variety of small tables around the buildings that can be used for chalice tables, etc. Chairs for use in each room are visible and available in that room. Extra folding chairs are available in the closet behind the sanctuary and in the furnace closet in the basement.



Trash and Recycling

At UUCR, we separate our trash, paper and cardboard, and other recyclables. You will see special receptacles for each of these three throughout the church. Our dumpsters in the parking lot are designated for each of these types of refuse also.

Please break down boxes before putting them in the dumpster to make the most efficient use of these containers.

The outdoor dumpsters are not currently secured with a padlock. If locking again becomes necessary, the combination will be 1929; set the dial to the combination, push in the shackle, and then pull the shackle out.



When You Are Done

Please be mindful:

- If you rearrange furniture-*please return it to the original configuration when you are done.*
- If you use cups, silverware, trays or dishes in the kitchen-*please wash, dry, and return them to their storage places.*

Thanks for doing your best to leave the space better than you found it!

If you have ideas for additions or clarifications to this document, please contact churchadministrator@uucr.org