

Unitarian Universalist Congregation of Saratoga Springs
624 North Broadway
Saratoga Springs, NY 12866

BUILDING USE GUIDELINES

The UUCSS will provide a building that is neat and clean. The rooms will be set up as they are used for the regularly scheduled services, classes, and events held there.

Users may rearrange the chairs, furniture, or other items in the room to better suit their needs. However, it is expected that the sanctuary or other rooms be returned to the same configuration and condition in which they were found.

The use of kitchen supplies and coffee, as well as the use of supplies belonging to the Religious Education program by outside groups is not permitted.

When leaving the building, all users are requested to do the following:

- If the heat has been turned up, turn it down following the instructions on the thermostat.
- Close the door to the downstairs.
- Make sure the bathroom fan is off.
- Turn off all lights
- Use the lock icon on the key pad on the door to lock the door behind you.

Any problems at the building should be reported to the building use coordinator.