

KUUF HOSPITALITY TEAM SET-UP PROCEDURES

Before going to the parking lot, make a quick stop in front of the building (Park St. side). Below the big BHK sign, there is a fold-up sign for KUUF. Take off clips, drop sign down & put clips over top of the sign so they don't get lost. Reverse procedure when leaving.

ROOM SET-UP

1. Usually you can set up late Saturday afternoon if you wish, (Occasionally it's used for another purpose, but seldom.) On Sundays, you should unlock the building by 9:15 for youth group.

2. Opening up: **THE HOSPITALITY TEAM KEY WILL NOT UNLOCK THE DOUBLE DOORS FROM THE OUTSIDE!!!** Instead enter by going in the single door on the far left. (Make sure it's locked after you go in.) Once inside, go to the main double doors. On top of the security panel box to your left, there should be a black magnetic key case. Open the case, & take out the Allen wrench. While holding the panic bar **in**, insert wrench into the small hole & turn until it clicks. **Repeat for the other door.** This locks the panic bar in the "entry" position, permitting the doors to be opened from the outside. **Replace wrench in key case and put back on top of security panel. Turn on hall lights.** (REVERSE PROCEDURE WHEN YOU LEAVE OR **BEFORE** YOU TURN THE KEYS OVER TO THE NEXT HOSPITALITY TEAM, MAKING CERTAIN THE PANIC BARS ARE IN LOCKED (**BAR OUT**) POSITION.) **Note:** Once they are locked and if you have passed on the keys, you will not be able to re-enter the building. Check all doors (move handles and pull on door) from the **outside** to verify that they are locked and fully closed.

SPECIAL NOTE: Our hospitality key only opens the side (wooden) door to the community room. Because there have been occasions when a BHK employee has opened the glass doors ahead of us, using their key (or even left the doors unlocked inadvertently), it sometimes happens that we are unable to lock the outside handles of the glass double doors when we reset the panic bars with the allen wrench, as is our system. It requires a key to relock the outside door handles if a key was used to open them.

We have been given a key to the outside double door handles which will hang in the hymnal closet on the wall. It is for us to use in these situations where we find the doors won't lock when the panic bars are reset. It is **IMPERATIVE** that we check the doors behind us as we leave. Use the key in the closet only when needed in this circumstance and replace it in the closet. That key is never to leave the building and our procedure is, as always, to go in the side door and make sure it is locked behind you when leaving.

It is important to check the glass doors when you arrive so we can report any instances of finding the building open and not get blamed for it ourselves. Someone from hospitality should always go through upstairs and check the outside doors all the way to the Park Ave. entrance. Yes, it has happened that we have found unlocked doors or windows left open in the classrooms.

3. In the walk-in closet to the left of the kitchen there are 2 KUUF signs + a folding yellow metal sawhorse. The sign labeled 'outside' is placed over the sawhorse at the entrance to the parking lot. The other is placed in the bay window on the second floor landing-go up the stairs. If it is very windy, tie the saw horse to the BHK signpost at the entrance to the parking lot and then place the sign on the saw horse.

4. Go up stairs to second floor. Walk thru the multi-purpose room to the long hall leading to the old section of the building and the classrooms. Turn on hall switch on your right. (Check that they are off, and that the outside doors to these classrooms are closed and locked when you leave.)

5. Place podium on a long table in the front corner, near the wooden door. The blue banner with logo is hung over the folding screen to the left of the table closets. The table should contain any flowers, offering baskets, Membership Book (with pen), & Chalice with matches and bell. (The

John Clark Memorial Chalice is kept carefully wrapped in a box to be found in the lower right hand section of the small rolling cart with drawers, which is kept in the small closet where hymnals, podium materials, membership announcement, etc. (lots of *et ceteras!*) are kept. (Many of these materials are in a top-labeled plastic box in said closet.)

6. Set up the microphone(s). In the glass-front closet to the left of the large TV, there are a number of remote controls and microphones. The normal mic to use for the podium is the “lapel” mic. It has a long cable between the small microphone and the power pack. Turn both buttons on this power pack to “on.” Open the left-hand door beneath the TV. Press the button on the amplifier that says “standby.” The keypad beside the amplifier will light up. Press button “1” so that it illuminates. Toggle the light switch between “mic” and “music” and leave it in the “mic” position. Press the up-arrow key on the right side of the key pad to bring the volume up, while you speak into the mic to test the volume. (If the signal seems especially scratchy and crackly, or if a red light stays on by the mic switches, the battery in the mic is too weak and needs to be replaced. There are 9-volt batteries in the main closet at the back of the room. Look on the shelves on the right side of the closet.) There is also a bent wire mic stand with yellow tape in the glass-front closet where the mic was. Set the stand up on the podium, clip the mic to it so it points at where the speaker will stand, set the power pack along the left side of the podium. Upon clean-up, be sure both buttons on either mic used are off, and then hit the “standby” button on the amplifier. Place the mic(s) and the stand in the glass-front closet to the left of the large TV.

7. Place 3 or 4 long tables along window wall for literature, displays, etc. Please pay attention to how posters and literature rack were placed in the closet so you can put them back the same way. Put one long table in front of kitchen pass through for coffee hour. (For potlucks you will need more than one table. Place them at right angles, far enough from the wall for accessibility from both sides.)

8. **Set up 70 chairs.** Leave a central aisle from the back of the room to the podium in the corner. Set up 2 rows of 6 or 7 chairs each, underneath the large mural. This is the “choir loft.” Put a hymnal on every other seat, plus one on the podium. Place hymnals on each of the choir chairs. Pull out piano at an angle & put the piano copy of the hymnal (in the bench) on the music rack. This hymnal should be replaced in the bench when you put things away after the service. There is a small table lamp in the closet for the top of the piano. For adult forum, check with the forum leader during the week for any special set up requests.

9. In the walk-in closet next to kitchen are two easels—one for the name tags (put near the corner by the end of the coat rack) and one for the UU Principles (goes in front to right of podium).

10: Long table in foyer should contain: green guest book (found in rolling cabinet on top of Clark chalice), guest nametags, pens, “Welcome Visitors” packets, wallet-size principles cards, bell and book for announcements. Most of these things can be found in the drawers of the rolling cabinet, which is easily rolled out (of closet where hymnals are kept) and fits under this table.

BEFORE LEAVING THE BUILDING

(You need not put away tables or chairs. Do move the piano back into its accustomed place on the wall.

Are all our things put away? Lights off (including bathrooms)? Windows closed & locked?

Stove and/or oven off?

Carpet checked for stains and swept or cleaned if need be? The Headstart people get very upset if stains are not cleaned up when they are 'fresh'.(In the cabinet right next to the chair storage in the meeting room, you can find carpet cleaning supplies and machine.)

Keys passed on to next hospitality team?

Signs brought in from parking lot and from second floor bay window?

Panic bars set? Allen wrench returned to its home on top of security panel?

Do you have everything you need before you leave the building? **Remember: If you have properly set the panic bars you won't be able to come back in after you go out !**

Once outside, test to make sure all doors are truly locked. Often, they need to be pulled shut tightly.

KUUF sign folded up on Park Street side?

July 28, 2008

COFFEE HOUR AND IN THE KITCHEN

1. Anything on the counters when you arrive belong to HEADSTART . **Do Not Use!!** Just move ALL their stuff to the right of the sink. Stack it if you can.
We have the cupboards to the left of the dishwasher,

2. On non-potluck Sundays, we don't need to provide lunch! **Light snacks, coffee and juice (no red or purple juices please) are quite adequate. (No chocolate—moan and groan!)**

3. On potluck Sundays, put mats or pads (see chart for location) on serving tables in order to protect the table from hot dishes. Set out plates, napkins, silverware, including serving utensils, all of which can be located as per the charts in the Kitchen cupboards and in the closet to the left of the kitchen. You should bring some juices for the kids,

In brief, here's where to find things if you can't find the charts, heaven forbid!

In Kitchen itself:

<u>Top left narrow cupboard</u>	Silverware, Carafe, plastic pitcher (Use to fill coffee pots.)
<u>Left drawer</u>	Plastic wraps, toothpicks, magic marker
<u>Middle drawer</u>	Cheese Board, Mats for Hot dishes
<u>Right Drawer</u>	Cooking Utensils Dish Towels, Hot pads
<u>Lower left cupboard (narrow)</u>	Paper Towels
<u>Lower double door cupboard</u>	Top shelf- coffee cups Bottom Shelf: -plastic container with teas, sugar, creamer, skim milk, salt, pepper, instant cocoa mix, etc

In walk-in closet to left of kitchen:

On back shelf: Paper coffee cups—tons and tons!

On shelves to your right inside the door:

Top shelf: paper goods-cold cups, plates, napkins, etc.

Next shelf down:-Miscellaneous serving stuff

Next down-3 coffee makers, side by side.

Next down:-Fair Trade coffee for church use, unless otherwise labeled. Opened bags of coffee are on top shelf of fridge, where there may also be some left-over juice.

Anything that is ours should be so labeled with magic marker.

Bottom Shelf: Religious Education Box

On the end of the above set of shelves there are some S-hooks, on which dishtowels can be hung to dry if they are merely wet. Otherwise they should be laundered and returned the following week.

Set the coffee makers on the pass through window counter such that regular and decaf are over the protective mat on the floor; hot water on the other end of the counter. Plug in the two coffee pots first. Plug in the hot water pot after the two coffee pots have been going for about 5 minutes – otherwise the circuit breaker trips and nothing gets hot. The circuit breaker panel is in the large closet upstairs, in the far corner of the children's gym area.

GREETERS

A couple of people on your hospitality team should also serve as greeters. Note that this is the first impression visitors will have of KUUF, so what happens here is VERY IMPORTANT! **(SEE GREETING GUIDELINES, CLIPPED ON FRONT, AND ON THE INSIDE FRONT COVER AS WELL, OF THE GUEST BOOK.)**

**Report supply needs to the Hospitality Coordinator.
CHEERS AND GOOD LUCK!**

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