



East Suburban Unitarian Universalist Church

*4326 Sardis Road
Murrysville, PA 15668*

*www.esuuc.org
(724) 327-5872*

SPACE USAGE PROCEDURES (2/2004 version)

It is preferred to use the front door only. (If in your opinion snow/ice is too bad to open the building, please call the church Emergency contact below – don't take any unnecessary risks for you or your guests!). We will take care of major snow/ice removal – please feel free to sprinkle some of the salt we will provide (just inside the front door) on any slippery spots that may remain. **If Franklin Regional School System declares a full school day off (due to snow/ice), all activities scheduled for the church building will be considered cancelled.**

When it's cold, feel free to set the thermostat for the right half of the Building up to 68-70 degrees. The thermostat is inside the Community Room, on the wall just inside the door to the right. Please lower it back down to 60 when you leave!

The heater in the Sanctuary is on a timer, and should be okay. If you need to, press the up or down arrows on the right of the thermostat unit (on the wall, to your right as you enter the front door) to the temperature you desire (again, please reduce when leaving – to 64).

Please make sure all lights are off and doors are locked when you leave, and that the church is in basically the same condition as when you arrived.

In case of **Building Maintenance or Snow removal issue**, please call Lew Ruffing, 724-327-1291

In case of **Scheduling issue**, please call Leona Dunnett (724) 327-3841

If you can't reach them, or have any other issue, **emergency** or problem, please contact Gerard Katilius (President), home (724) 327-6321, cell (412) 80-3989.

Thank you for respecting our space!