

University Presbyterian Church

Volunteer Handbook



University Presbyterian Church · 2562 Rouse Road · Orlando, FL 32817
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University Presbyterian Church Handbook

Thank you for volunteering your time and abilities for the ministries at University Presbyterian Church. The purpose of this handbook is to guide you through the policies and procedures with which you need to be familiar in order to complete your project.

Throughout this document, you will be referred to contacts for different areas. A complete list of these contacts with their areas of responsibility and contact information can be found in Appendix 1.

Signing Contracts

As you are planning events or working in your ministry area, please keep in mind that no one other than designated church officers (as assigned by the Session) can sign a contract that obligates the church financially. This includes, but is not limited to, contracts for hotel rooms, performers or speakers, or any outside professional services. If you are presented with a contract, please call Tanya Turner in the office (407-384-3300, ext. 102), and she can help you get in touch with the appropriate officer. Tanya can also answer any questions you have regarding this policy.

Facility Use

Checklist for Using the Facility

- Book the date
- Building access
- Sound needs
- Kitchen use
- Decorating
- Cleaning (before & after)
- Room set-up (before & after)
- Childcare

Booking Your Date

All activities held at the church, whether a small committee meeting or larger event, must be scheduled in advance on the church calendar in order to avoid conflicts. Contact: Lindsey Enlow, Admin. Asst.

It is strongly recommended that you contact Lindsey BEFORE publicizing your date to avoid having to re-communicate should the date you've chosen be unavailable. Please have the following information

ready when you call the office:

- Date and time you are requesting, along with a second choice
- Approximate number of people you expect
- Whether or not your activity requires sound or other equipment
- Whether or not you are serving food or beverages

Note: If for any reason you need to cancel this date, please let Lindsey know so your room will be available to someone else.

Building Access

Keys

If your event is scheduled during non-business hours and no one on your team already has a key, then you will need a key to enter the building. Please consider any set-up, decorating, or rehearsal time as well, when determining your need for a key. A person on your team should be designated to pick up the key from Lindsey the week of your event. At that time, she will give you the appropriate access code for the alarm. The key should be returned within a week following your event. Please call ahead to schedule a time with Lindsey to pick up and drop off your key.

Lock-up Procedures

Someone on your team should be specifically assigned the task of making sure the building is secure when your event is over. ALL exterior doors should be checked before arming the system. All doors must also be closed before the system will accept the code. Please refer to Appendix 4 for the appropriate overnight lighting for your building (Worship Center, Education Building, or Modular).

A word about the Worship Center -

The only door that works with the key is the far-right hand door on the north side of the building. Once you have access to the building, you can use the Allen wrench that is in the fire extinguisher cabinet to pop in the panic bar on the other doors...this will keep them unlocked for your event. You must then remember to pop the bar back out before locking up after your event. (NOTE: In an emergency, the key will also open the door just to the left of the far-right door, but the alarm will sound immediately if this door is entered first. The locks on the other doors have been disabled.)

Sound/Video Needs

If your activity requires sound equipment, the only room options are the Commons or the Worship Center. This includes any video presentation (DVD, Slides, etc.), music (CD's or live), or voice amplification. Depending upon which room you are using, you are responsible for contacting the appropriate leader as listed below to arrange for your needs at least two weeks in advance.

Commons – Erik Whitehill at eric_whitehill@hotmail.com or 407-963-4301

Worship Center – Lindsey Enlow at 407-384-3300 ext. 100 or lenlow@upc-orlando.com

If you need a TV/VCR/DVD or the overhead projector, these items are generally available depending on when you plan to meet. Most classrooms in the Education Building have a “boombox” if your CD amplification needs are minimal. Arrangements should be made ahead of time for these items through Tanya.

Kitchen Use

The kitchen at UPC is considered a “catering kitchen” only. There is no commercial oven or stove top. If your event involves food, please discuss this with Lindsey at the time you book your date. Below is a partial list of the non-consumable supplies we have in the kitchen:

- Serving Utensils
- Stainless eating utensils
- Glass dessert-size plates
- Punch Bowl
- Trays
- Bunn Coffeemaker
- 4 Large-Capacity Coffeemakers
- Table cloths
- Glass Pitchers

All consumable products (food items as well as paper products) must be supplied by the budget for your event.

Decorating

We have a limited supply of decorations that are available for your event. These items include tablecloths, hurricane lamps, greenery. These items are in the storage closet across from the water fountain in the Education Building. These items must be returned in the condition in which they are found. Tablecloths must be laundered and candleholders must be cleaned of excess wax. Items in this category are not generally replaced out of the general budget if they are broken or lost, so please have whoever is in charge of decorating for your team contact Lindsey in advance to be sure the decorations you want are still available and that they are not being used by another group.

Set Up and Clean up

Large Events

Deacon Bob Fildes must be consulted on the initial planning of events involving lots of guests that require parking assistance, a large number of chairs or table set up, or other facility coordination, in order for his team to help you with larger jobs. Bob will determine whether or not he would need to be involved once he hears the details of the event. Contact Info: bfildes@earthlink.net or 407-695-2026.

Room Set Up

All room set up and tear down must be handled by your team. After your event, your room must be returned to its standard set up. Please refer to Appendix 2 for details for your room(s). Please note that the round tables used on Sunday mornings for explore! are available on a limited basis for adult ministry events in the Commons. The round tables must be specifically requested in advance.

Air Conditioning & Lighting

Please help us keep down costs by returning the air conditioning to the settings as described in Appendix 4.

Clean Up

After your event, all trash, extra papers, etc. should be removed. We only have trash pick up twice a week, so please do not leave food trash in the classrooms or diapers in any inside receptacle. Please bag up your food trash and place it in a kitchen receptacle if it is a small amount. If, however, the trash from your event includes diapers or fills one or more garbage bags, please have someone on your team take the garbage to the trash dumpster at the back of the property. (This small step will help us greatly in our battle against Florida's huge ant population!)

Clean Up From Larger Events

If your event is major, involving the Worship Center or several rooms of the Education Building, it may be more appropriate to hire our outside cleaning service to provide an "extra" clean following your event. This cost is generally around \$100 to \$150 and would be charged to your event's budget. If your event happens to coincide with our normal cleaning dates, then this may not be necessary. If your event is in this category, please discuss cleaning with Lindsey when you book your date.

Childcare

Childcare is addressed in this section because of its direct impact on the facility use.

Arranging for Childcare for Your Event

Please review the Childcare Checklist in Appendix 3. In order to provide childcare for your event, you must reserve these rooms at the time you are booking your event. If you are using your own volunteers for childcare, (the checklist in Appendix 3 still applies) email Linda Wheatley with ages of children to determine which rooms should be used during your event. If you need help with childcare and need paid workers, contact Gaby Narvaez, Childcare Coordinator – see following paragraph regarding expenses.

Childcare Expenses

UPC childcare workers must fill out time sheets. If you have arranged to have your own workers and choose to pay them with cash, you must obtain a receipt from the worker in order to turn it in for reimbursement. All workers, whether paid or volunteer, must be at least 14 years of age. At least one worker per classroom must be 18 years of age. See Appendix 3.

Playground

The UPC playground is locked for security and liability reasons. If you want access to the playground during your event, you must request it in advance and be able to provide at least one supervisor for each section (two sections divided by fence). The playground is available for children in fifth grade and below. Children must wear shoes at all times.

A note about the children's classrooms...

Unless you have specifically requested childcare facilities for your event, then the children's classrooms are not open to you. Please do not bring your children to meetings expecting that they can play in these classrooms while you are here. The items in these rooms are specifically arranged by age. Children too young to be in a particular room may find items too small to be played with safely. Children too old or large, when left unsupervised, can damage "ride-on" items and other things meant for smaller children.

Also please note that snacks and supplies found in the classrooms and workroom are for Sunday School only. You must provide any snacks or craft supplies you wish to have available for your event.

Publicizing Your Event

Bulletin Announcements

To use the church bulletin to publicize your event, please contact Lindsey Enlow in the church office. All announcements must be submitted to Lindsey no later than Wednesday at noon of any given week in order to appear the following Sunday. The announcement should be typed, contain 75 words or less, and should include date, time, cost (if any), deadlines for registration (if applicable), and a contact person. If you need volunteers for your event or some other kind of response from the congregation, you can have a “check box” on the registration sheet. This option is subject to available space and should be discussed with Lindsey when you are submitting the announcement. When you send this information to Lindsey, please indicate how long you would like to have this announcement run in the bulletin. It is not guaranteed that it will run for this amount of time but we will do our best. All announcements are subject to final editing.

Power Point or Media Shout Slide

On-screen announcements show on Sunday mornings before and after the service. Your bulletin announcement will not automatically show in this space unless you request it through Lindsey. When you send this information please indicate how long you would like to have it run. It is not guaranteed that it will run for that amount of time but we will do our best. All slides are subject to final editing.

Posters on Church Property

You may put up posters (8.5 x11 or 11x17), with permission, in the sanctuary but ONLY on the glass doors in the main entrance. There are a total of 8 doors. Please only put posters on 4 of the 8 doors. When you are putting up the posters only tape them up on the interior side. Face one forward and one backward and then tape them up. Make sure they are easy to read, large font, or they will not be an effective use of advertising. If posters are not approved prior to placement, or if they do not meet the requirements, we will have to remove them. If there are any questions on this issue please contact Lindsey Enlow in the front office at 407-384-3300.

Website

- All items for the website should be submitted via email to webmaster@upc-orlando.com.
- The webmaster only posts items on the website and formats them to conform to the “look” of the website. He does not create content or graphics.
- When submitting graphics, send them in either JPG or GIF format in the highest quality your digital camera has. Please do not resize, down-sample, or crop the pictures ahead of time, the webmaster will resize as needed to fit.
- If you have a brochure it should be in PDF format. If you have a different format, we will attempt to convert it to a PDF if possible, otherwise we cannot use it.
- Changes to existing web pages can be done with a simple email. It is important to be specific about the changes and the location. Some items appear in multiple locations on the website.

- If your event will need more than a simple announcement, then please email the webmaster with a heads-up prior to the actual submission so we can discuss the best way to display your item. If we need to, we can set up a meeting to map the page.
- We try to use our good judgment to decide what will go on the Home page. If you feel your event should be listed there, ask. No guarantees.
- Remember – The web audience is made up of:
 - Members & Regular Attendees
 - Locals seeking information about UPC
 - The world

You should keep all your submissions with your audience in mind. If you have a choice, lean towards the more professional.

- Please use a Bulletin > Newsletter > Web strategy.
 - Make a short announcement in the bulletin advertising basic information.
 - Do the same with the email Newsletter.
 - Give as much detail as you need on the web. We don't want to tell people to go to the website for more information if the only thing there is the same information already available in the bulletin or newsletter.

E-Newsletter

The UPC E-Newsletter is published on the first day of each month. If you want to announce your event in this newsletter, you must submit the announcement to Mike Osborne (mosborne@upc-orlando.com) by the 20th of the month in order to make it into the next issue. All announcements are subject to final editing.

Handling Money

Registrations

If your event requires registration, it is the responsibility of the team to maintain a record of individual participants and their payment status. All money collected should be placed in an envelope with the name of the ministry and the event on the outside. Before submitting the money to the office, the cash must be counted and the checks totaled with a note showing these totals and the counter's name on the inside of the envelope with the money. This is an important step to provide verification of funds. The envelope should then be given to Kim Brown in the church office. For security purposes, please DO NOT put envelopes with cash in any of the staff mailboxes. If you leave cash in the office and it is taken, the church budget cannot replace your funds. Money envelopes should be handed to a staff member during the week, or given to the money counters on Sunday morning so they can drop it into the safe.

Expenses

Please do not reimburse yourselves or your team directly out of money collected for your event or activity. ALL funds collected must be turned into the office as outlined above. Checks for reimbursements or to pay invoices are handled as follows:

A word about our tax-exempt status...

In order to take advantage of our tax exempt status, church funds must be used at the point of sale. That means that you cannot pay for items with your own money and use our exempt status, even if you are going to be reimbursed by the church. This is State of Florida sales tax law and can jeopardize our tax-exempt status if not followed. If you are purchasing a large item for your ministry and want to avoid sales tax, contact Tanya Turner to discuss the possibility of arranging an account at the location of your purchase, or to pre-arrange for a check that you can take with you on the day of your purchase.

Reimbursements

Any expenses incurred during the course of your event can be submitted for approval and reimbursement using the "Reimbursement Form" found in the Appendix and on the church website. Reimbursement forms must be filled out and signed by the individual who incurred the expense, not the team leader. The person incurring the expense will sign the form, and then the team leader must sign to approve the reimbursement. Be sure to indicate the ministry budget line from which this item will be paid. Once the form is filled out and signed, place it in Tanya Turner's mailbox for processing. Please allow at least a week for processing.

Check Requests & Invoices

If you purchased items from companies who were willing to invoice the church, or if you need a check to give a vendor, you can request a check using a "Check Request" form found in the Appendix and on the church website. This form must be signed by the person making the request and then approved by the ministry team leader. Be sure to indicate the ministry budget

line from which this item will be paid. The completed form should be turned in to Tanya. Please allow at least a week for processing.

Honorariums

If you are paying a speaker an honorarium, please use the “Check Request” form found in the Appendix and on the church website. This form must be signed by the person making the request and then approved by the ministry team leader. Be sure to indicate the ministry budget line from which this item will be paid. The completed form should be turned in to Tanya. Please allow at least a week for processing.

Childcare Expenses

Payment to any non-volunteer childcare workers should be coordinated through our Childcare Coordinator, Gaby Narvaez. Workers are employees of the church and must fill out time sheets. If you have arranged to have your own workers and choose to pay them with cash, you must obtain a receipt from the worker in order to turn it in for reimbursement.

Event Refunds

Should an individual cancel their reservation for your event (such as camp, a retreat, or bible study), creating a need to process a refund for their registration fee; please use a “Check Request” form. This form must be signed by the person making the request and then approved by the ministry team leader. The completed form should be turned in to Tanya. Please allow at least a week for processing.

General Promotion for Your Ministry Area

Ministry Spotlight

The specific purpose of a Ministry Spotlight is to highlight and call attention to your particular ministry. Spotlights should include general information about your ministry, what you've accomplished and what you have planned, along with some specific stories of interest. Spotlights are not meant to simply publicize particular events.

Spotlight Arrangements

Arrangements for Ministry Spotlights are to be made through Jonathan Noël, Director of Worship & Arts. Contact Jonathan to discuss content and to choose an available Sunday for your spotlight. Be sure not to delay in making these arrangements. An available Sunday for your spotlight may potentially be several weeks or even months away.

Spotlight Content

Any spotlight content such as Video/DVD, PowerPoint, Slideshow, Drama, etc. must be specifically arranged through Jonathan in advance. The production of this content is the responsibility of each individual ministry, not the Worship & Arts Ministry. This content should be submitted/approved of no later than two (2) WEEKS prior to the Sunday it will be presented. We are unable to guarantee that any content turned in late will be presented during your spotlight.

The spotlight should be no more than a total of five (5) minutes in length. Testimonies, presentations, etc. should be somewhat scripted/rehearsed so they do not "run on" and go over time.

E-newsletter Articles

The E-newsletter is published on the first day of each month. If you would like to submit an article highlighting your ministry, please contact Mike Osborne. Deadline for submitting articles is the 20th day of each month.

Website

If you would like your ministry featured in some way on the UPC website, contact Kim Brown in the office for more information. The website address is www.upc-orlando.com.

Welcome Bags

On Sunday mornings, welcome bags are available to all first-time guests. The bag contains a folder with general information regarding the ministries and a few other items. If your ministry would like to add something that is unique for your area, please contact Kim Brown for parameters and approval of the desired item. Items purchased that specifically represent your ministry will be charged to your budget line.

Working with the Church Office

The staff at University Presbyterian Church is committed to providing the best possible assistance to church members and volunteers as they work in partnership toward the mission of the church. By following the guidelines in this Handbook, you can help the office help you and your ministry.

Talk to Lindsey for

- Bulletin and announcement information
- Church Calendar Scheduling or Questions
- Prayer requests
- Copier needs
- General church information
- Lost and Found
- Questions regarding any of Jonathan Noël's ministry areas (i.e. spotlights, praise band, etc.)

Talk to Kim for

- Information about your contributions or other checks you have given to the church
- Turning in proceeds from your event, or checks given in payment for bible study books, etc.
- Questions/Updates to pledges, etc.
- Updating your information in the database
- Computer/Server questions
- Questions regarding any of Mike Osborne's ministry areas (i.e. Welcome, explore!, LIFE groups, etc.)

Talk to Tanya for

- Questions regarding any business aspects of the church (in some cases she will refer you to the finance team, deacons, or session as is appropriate)
- Budget information or a report on your ministry area
- Check needs for your ministry
- Payroll information if you are a paid worker
- Making stock gifts to the church
- Office and church equipment
- Facility questions

Important Note: Please do NOT leave checks or cash on any of our desks, in our desk drawers, or in any of our mail boxes. All checks or cash should be handed directly to a staff member for deposit into the safe.

Church Supplies

This section addresses consumable supplies.

Office Supplies

These items are available to your ministry on a limited basis:

- Stapler
- Tape
- Dry Erase Markers
- Paper clips
- Binder clips
- Rubber bands
- Highlighters
- Envelopes (various sizes)
- Post-it notes
- Scissors
- File Folders
- Colored Paper (if making copies, your ministry will be charged for the copy cost)

If you know that you will need a large amount of one of these items, please contact Lindsey Enlow to make a purchase for you through Office Depot. Also, if you happen to use all of a particular item, please let us know so we can replenish.

Kitchen Supplies

We have coffee, dry creamers, sugar, lemonade, and paper products available for small meetings or office business on a limited basis. However, the kitchen budget does not purchase food items for general use. If you personally did not put an item in the refrigerator such as ice, drinks, etc. then it belongs to someone else – either the office staff personally or for a specific ministry. Please be respectful of the property of others.

Office Equipment

Computers

The office system of computers runs through a server that requires passwords. There are currently no computers or internet access available to the public. If you have a meeting here, please do not expect to tie into the office system on your laptop.

Postage Machine

The postage machine in the front office is available for ministry use. If you are working on a large mailing project for your ministry area, please contact Lindsey ahead of time to let her know when you need to come in to run your project through the meter. Postage is charged to the ministry area for which you are working. Please refer to the chart above the machine for directions.

Fax Machine

The fax machine in the front office is available for ministry use for local transmissions. If you need to RECEIVE a fax, please contact Lindsey in advance so she will know what to do with

the fax when received. If you need to send a fax to a long-distance number, please clear this transmission with Tanya beforehand.

Copier

The copier in the front office is available for ministry use. Since there are days when the office staff uses the copier heavily, it is necessary for you to arrange a time in advance if you have a larger copying project. Our copier is capable of making booklets, two-sided copies, reduction, etc. The office staff will be happy to help you with your project if you give us advance notice. Generally, Thursdays are NOT good days for outside copier use since that is the day the bulletin is printed. The cost to your ministry for making copies is \$.04/each. There is a list of codes posted above the copier that correspond to each ministry.

Risograph

We also have a Risograph in the office that prints in blue ink. It does not print in grayscale. This machine uses masters much like the old mimeographs so it is more expensive for just a few copies, but much cheaper for large projects. One great use for this machine is if you want to print something on envelopes. If you are interested in how this machine could be used by your ministry, please contact the office. Because of the training involved in the use of this machine, an office staff person must assist you.

Folding Machine

The folder is also in the front office. Please contact an office staff person if you have a folding project. If you do not have experience using a folding machine, please do not attempt to use it without assistance.

APPENDIX

University Presbyterian Church Handbook

Office Staff Contact List

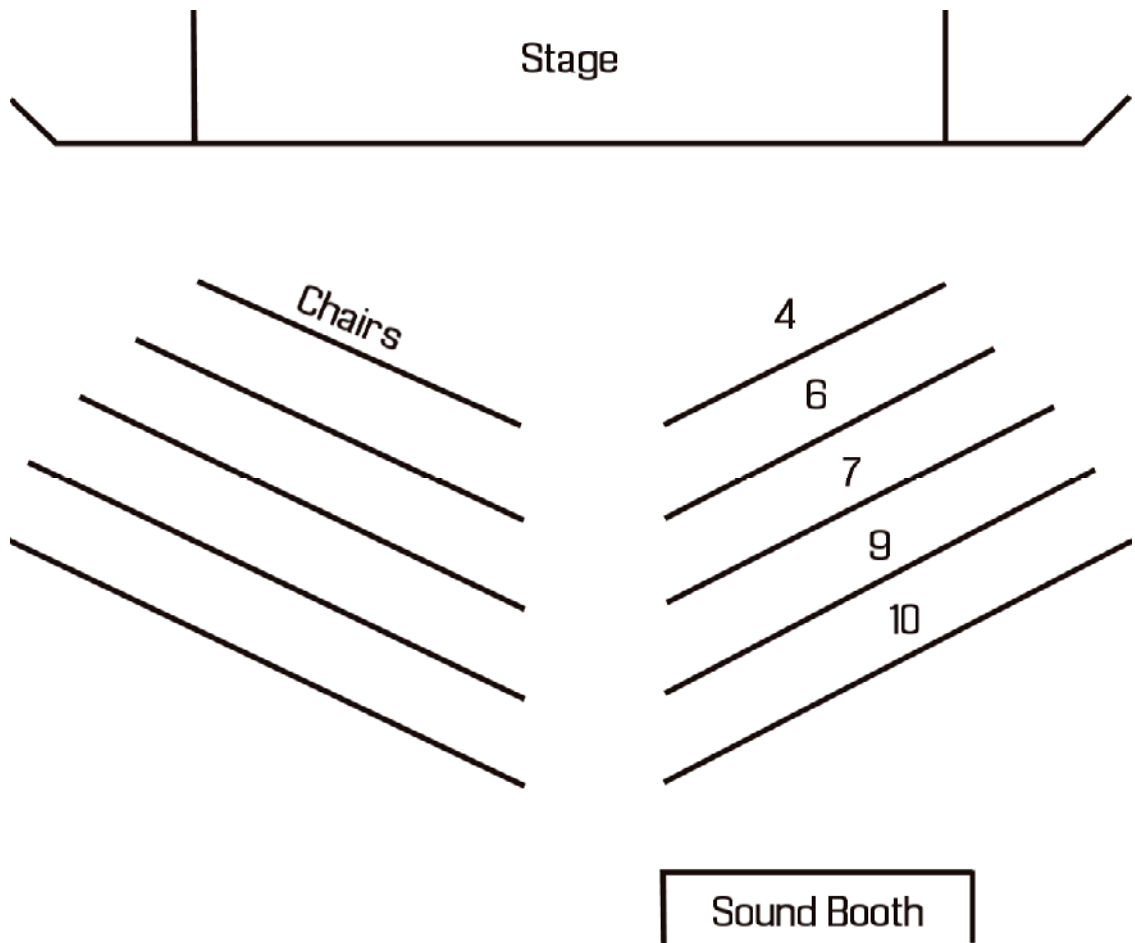
Church Address: 2562 Rouse Road Orlando, FL 32817 Church Phone: 407-384-3300 (see extensions below)
Church Fax: 407-823-8530 Website: www.upc-orlando.com

Staff:

Associate Pastor:	Mike Osborne	Ext. 109	mosborne@upc-orlando.com
Mike's Ministry Asst:	Kim Brown	Ext. 106	kbrown@upc-orlando.com
Dir. Worship & Music:	Jonathan Noël	Ext. 105	jnoel@upc-orlando.com
Jonathan's Assistant:	Lindsey Enlow	Ext. 100	lenlow@upc-orlando.com
High School Director:	Matt Ryman	Ext. 104	mryman@upc-orlando.com
Middle School Director:	Clay Walkup	Ext. 104	cwalkup@upc-orlando.com
Youth Assistant:	Pam Robinson	Ext. 104	probinson@upc-orlando.com
Children's Director:	Linda Wheatley	Voicemail #204	lwheatley@upc-orlando.com
Nursery Coordinator:	Gaby Narvaez		childcare@upc-orlando.com
College Director:	Seth Hammond	Voicemail #202	shammond@upc-orlando.com
Church Business, Office, Personnel, Finances & Bookkeeping, Facility Maintenance:	Tanya Turner	Ext. 102	tturner@upc-orlando.com
Administrative Assistance, Database, Contributions, Explore, Barnabas:	Kim Brown	Ext. 106	kbrown@upc-orlando.com
Administrative Assistance, Church Calendar, Announcements, Bulletin, All other office:	Lindsey Enlow	Ext. 100	lenlow@upc-orlando.com

Room Set-Up

Commons – Education Building



Room Set-Up - Continued

Room 6

No tables
20 – 25 adult chairs

Room 12

3 children tables
25 children chairs

Room 8

2 Tables
25 adult chairs

Room 14 - Standard

3 Tables
Music Stand
25 adult chairs – stacked against east wall in the left corner

Modular

No special setup for this area. If you take any tables or other items to the modular from other buildings, please return them where you found them after your event.

Childcare Guidelines

1. There must be two unrelated workers in each classroom where children are present. At least one of these workers must be 18 years or older. This item applies to both paid and volunteer workers.
2. UPC paid workers should be coordinated through Linda Wheatley and the children's ministry. If using your own volunteer or paid workers, please note that UPC childcare guidelines still apply. ALL workers, whether paid or volunteer, must be at least 14 years of age. A driver's license or other proof of age is required.
3. Create a sign-up system to get an approximate number of children (in order to arrange enough workers)
4. Items in the classrooms should not be removed or taken to other classrooms. (UPC has placed toys and other items in the rooms based on age-appropriateness)
5. Riding toys designed for young children should not be used by older children.
6. Food and crafts supplies in the rooms and workroom are not available for events, unless previous arrangements have been made with the Children's Ministry.
7. Rooms should be left at least as clean as they are found.
8. Toys should be put back on the shelves.
9. Diapers must be thrown away in the outside dumpster (not in the kitchen or bathrooms).
10. Children's activities are confined to the classrooms (and playground if available). Please do not allow children to play games in the hallways, foyers, or Commons, unless arrangements for those areas have been made.
11. Use the list below to estimate numbers of children so you can reserve enough children's rooms to accommodate the age differences in the children. Two workers must be present in each room at all times as outlined in items 1 & 2 above.

_____ Infants - Walkers
_____ 2 years thru 4 years
_____ Kindergarten thru 2nd grade
_____ 3rd thru 5th grade
_____ Middle School

Lighting & Air Conditioning

Worship Center

Air Conditioners

There are two controls for the a/c in the worship center. One control is near the doorway up to the sound board – this one controls the west side of the building (right side looking at the stage). The other one is on the left side of the stage area (looking at the stage) near the side-stage doors. This controls the east side of the building.

Please do not put the fan in the “on” position, but leave it in the “auto” position. Adjust the temperature as desired but never lower than 74 degrees. Setting the temperature to an extremely low setting will not cool the building any faster. It is suggested that you arrange to turn on the a/c an hour before your event to give adequate cooling time. When leaving the building, please set the temperature back to 78 degrees.

Please do not alter the programming on the controls.

Lighting

The lighting is controlled by a touch panel that sits on the sound booth wall. Tapping the screen on the various settings should give you what you need. When leaving, please set the lights to the “evening” setting.

Education Building

Air Conditioners

Controls for the Commons & foyer areas of this building are in the electrical closet on the left side of the hallway just off the foyer area. The controls are marked showing which area they affect. Setting the temperature to an extremely low setting will not cool the building any faster. Please do not set the temperature lower than 74 degrees, and be sure to return to 78 degrees when leaving.

Controls for the classrooms are in the hallway. As above, please do not set lower than 74 degrees and return to 78 when leaving. It is recommended that you turn the a/c on an hour before your event.

Lighting

Please turn all lights off inside the building when leaving, except for the lights in the bathroom/kitchen hallway. The switch is beside the outside doors in that hallway.

Modular

Air Conditioners

There are three a/c units for the modular. Two controls in Room 3 (last one on the left), one on the right hand wall as you enter the room from the hallway, the other on the left hand wall close to the door. The

third control is in room 4 (the one across the hall) on the left had wall as you enter. All controls should be set to at least 78 when leaving. These units tend to freeze up if left on a low setting.

Lighting

All lights in the modular should be turned off when leaving.

Appendix 5

Miscellaneous Forms on the following pages

Check Request
Reimbursement Form
Time Sheet

All forms are also available at www.upc-orlando.com