

## **Facilities Committee**

The Facilities Committee assists the Meeting in providing for the physical needs of the room or rooms used for Meeting for Worship and Meeting for Business. While it is primarily the responsibility of Facilities Committee to ensure this work is performed, every member and attender who can lift heavy objects can assist in this work. Volunteers may be recruited from the meeting community to assist the committee. The following describes the regular activities of the committee:

### **Preparation for Meeting for Worship and clean up**

- Ensure that the room is properly prepared for Meeting for Worship 15 minutes before the scheduled starting time, including setting up and arranging chairs, tables, and other furniture.
- Place Meeting's outdoor sign where it can be seen from the street.
- Place guest book, donation box, reading material, brochures, and other information on information tables.
- Assist Loaves and Fishes Committee with set up and take down of tables used for refreshments.
- Ensure that room is reset for weekday use and all materials are returned to their proper storage spaces.
- Other activities as requested by Overseers and Worship and Ministry.

[Actually, we currently do not perform these functions.]

### ***Preparation for Meeting for Business and clean up***

- *Set up room for Meeting for Business, making sure the room is set up with sufficient chairs and a table for the Clerk and the Recording Clerk.*
- *After Business Meeting, ensure that room is reset for weekday use and all materials are returned to their proper storage spaces.*

### **Other activities and duties**

- Maintain a guide for set up and clean up procedures for the use of committee members and volunteers.
- Coordinate with Worship and Ministry Committee to maintain access to the building.
- Coordinate with First Day School and Loaves and Fishes committees to keep storage areas neat and well organized.
- Read and respond to Advices and Queries as directed by Worship and Ministry Committee and present response to Meeting for Business.

*February, 2004*

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Facilities Committee Responsibilities

Prepared by Peter Lin, Clerk.

Last revised Sunday, May 2, 2004

Set up – complete before 9:45AM.

- a. It is recommended that you arrive at the Berkeley Alternative High School at 9:10AM. While the set up activities can be performed in less than 30 minutes, doing so has left me with a feeling of upset that has been difficult to shed as I've centered for worship.

- b. Move the plastic storage tubs out of the Mechanical Room.
- c. Put up the wooden SCM sign outside the school gate.
- d. Put up the six magnet/plastic/paper signs. One on each First Day School classroom, numbered on the lower left corner of the page. One on a chair to redirect people to the east set of doors of the Multipurpose room. One on the south door of the east set of doors directing people to the north door. One on the gate suggesting that people leave their cars empty and turn off cell phones and pagers.
- e. Turn on the heat in each of the classrooms and in the Multipurpose room. In the classrooms, the thermostat is typically located on the wall opposite the door. If the room is cold, this is a clear indication that the heat isn't on. Press the "System" button several times until the display says "Heat." After a few moments you will hear the heater turn on.  
In the Multipurpose room, the thermostat is on the same wall as the doors we use to enter the space, but at the opposite end of the wall near the closet doors. Press the "On" button and a number will display. The number represents the amount of time that the system will stay on. Portions of an hour are represented by decimals (eg. 30 minutes is .5). It is advisable to set the timer so that the heat runs until right around 10AM and shuts off. This is usually enough time to heat up the space.
- f. Bring the Facilities Committee storage tub into the Multipurpose room.
- g. Open blinds along the west wall of the Multipurpose room.
- h. Check that all windows are closed to keep traffic noise in the Meeting as low as possible.
- i. If it's dark in the Multipurpose room, turn on one set of lights only. Meeting prefers that all lights be off as they hum.
- j. If needed, add an inner circle of chairs by (1) removing a few chairs from the existing circles thus also creating a wheelchair space and (2) adding a few additional chairs from those available. You may also wish to consider adding a few more chairs to the outside of the circle; as the meeting has grown, there have been times when there weren't enough chairs.
- k. Add an additional row of 10 or so chairs behind the outer row of the circle along the north side.
- l. Arrange two or three tables in a semi-circular shape in the northwest corner of the Multipurpose room to form the Literature table. If you set up three tables, set up one parallel to the west wall and one parallel to the north wall and one at 45-degrees and between the other two.
- m. Move the Library cart from the Electrical closet next to the Mechanical Room where the rest of the Meeting's things are kept. Uncover. Uncover the carousel with the pamphlets; place on the Literature table on the right.
- n. Arrange the rest of the literature from the Facilities storage tub on the Literature table. Typically, items related to Strawberry Creek Meeting and Quakers generally go on the table parallel to the north wall and overflow on to the table next. This includes the signup clipboards, the red box for donations, the guest book, etc. All other materials – catalogs, flyers, brochures, magazines – go down after all of the Quaker material. Feel free to remove and recycle materials that are dated.
- o. With the assistance of someone from Loaves & Fishes, move two tables from the Multimedia room into the courtyard near the first round planter for the use of Loaves and Fishes.
- p. Put up the Announcements Board outside the east set of doors to the Multipurpose room. The board should be free from any postings. If needed, put up the envelope containing the pen and the announcement cards and a supply of push pins. All supplies for the board are in the Facilities Committee storage tub.

Take down – may begin at 11:35AM

- a. Take down is generally the reverse of set up.
- b. The exceptions are as follows:
  - the chairs in the Multipurpose room, the Literature tables, the blinds and the lights may be left as they are.
- c. Please discard/recycle all posted materials from the Announcements Bulletin Board, return the pushpins and envelope w/ pen and note cards to the Facilities Committee storage tub or leave them stuck to the bulletin board.
- d. You may perform the takedown activities in any order that you choose though you will need to wait until Loaves & Fishes has cleaned up after Coffee to help move the two tables for coffee back into the Multipurpose room.