

## **RESPONSIBILITIES OF BUILDING REPRESENTATIVE**

The Building Representative is a trained designated UBC member or regular attendee who will represent the church's interests and serve as a 'host' for an event held by a non-church member.

### **A. Before and during the event**

1. Meet/talk with the user and church office ahead of time to confirm set-up needs.
  - a) Pick up necessary keys from the church office.
2. Be at the church at the appointed opening time to turn on lights, etc.
  - a) See that the heat or AC over-ride is on.
3. Unlock the back lot if needed.
4. Open any required storage areas to provide needed equipment (i.e. music stands, piano bench, risers, or other equipment).
5. Unlock the door designated for the event.
  - a) STAY BY THE DOOR as long as it is unlocked.
  - b) AT NO TIME is the unlocked door to be left unattended.
  - c) At a reasonable time after the start of the program, the door may be re-locked.
6. Monitor the building's use for care of the facility.
7. Remain in the church at all times to respond to emergencies such as injuries, fire, etc.

### **B. After the event**

1. Make sure any equipment used for the event has been returned to storage and the storage area is closed / locked.
2. Turn off all lights, as well as heat/AC if needed.
3. Check the building to see that ALL doors are locked and all lights off throughout the building, even in areas you don't think were used.
4. Re-lock the back lot if it has been used.
5. Report any issues to the church office on the next business day.