

Event Procedures

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Opening and Closing the Facility

Admin. team is responsible for maintaining Opening and Closing procedures of the Campus.

Opening Facility procedures on Sundays:

1. Staff Support arrives @7:00am and unlocks the Main Entrance Door, the other side should automatically open at 7am.
2. Turn on Commons lights, Sanctuary main lights, and Admin. lobby and hallway lights
3. By 7:30am Staff Support unlocks the East Parking lot
4. Staff Support edits and prints by 7:45am the Today at Foothills Signs for both Sunday and Monday on tabloid size paper and inserts in the 3 exterior signs, and 1 interior standing sign by the Welcome Desk. Prints 2 small letter sizes for Volunteer Huddle in Conference room, and the Welcome desk. How to edit and print Today at Foothills is found [HERE](#).
5. Staff Support and/or Hospitality Volunteers open the shades in Unity Hall.

Closing Facility procedures on Sundays:

1. If nothing is happening in the Commons area/Unity Hall or the Sanctuary, the Staff Support will turn off the Commons lights "ALL OFF" button. Otherwise they will keep those lights on.
2. Staff Support will turn off the Kitchen lights, Admin. Lobby lights, Office lights
3. Staff Support will close all shades in Unity Hall.
4. Staff Support locks the Main Entrance Doors and East Entrance Doors before they leave @12:30pm.

Opening Facility procedures for Monday thru Friday:

1. The first Admin. Staff who arrives to the building Mondays - Friday removes the previous day's *Today at Foothills* signs from the 3 exterior signs.
2. Tuesday mornings, The Group Coordinator inserts Tuesday -Saturday *Today At Foothills* Signs in the 3 exterior signs and 1 interior signs.
3. On Mondays, the office is technically closed. Lights only need to be turned on per the needs of the Admin. Staff person or others using the building.
4. The Main Entrance doors remain locked unless a big event is taking place during the week, then the Admin. Staff person can unlock and lock accordingly. There will need to be a person affiliated with the event near the unlocked doors at all times for security.
5. The Office entrance doors remain locked on Mondays.

6. The Office entrance doors are unlocked when a volunteer or staff person is sitting at the reception desk only during Office hours Tuesday thru Thursdays. If no one is able to sit at the reception desk during those hours, then the Office entrance doors need to remain locked.
7. On Fridays, the office is technically closed. Lights only need to be turned on per the needs of the Admin. Staff person or others using the building.

Closing Facility procedures during the week:

1. If nothing is happening in the Commons area/Unity Hall or the Sanctuary, the Staff Support will turn off the Commons lights "ALL OFF" button. Otherwise they will keep those lights on.
2. Staff Support will turn off the Kitchen lights, Admin. Lobby lights, Office lights
3. Staff Support will close all shades in Unity Hall.
4. Staff Support makes sure the Office Admin Doors, Main Entrance Doors and East Entrance Doors are locked before they leave OR knows who remaining in the building will be responsible to lock up before they go. If they are unaware of anyone else, then they are to lock up.

Other important Opening and Closing details:

- If there are a lot of leaves by either the Office Admin. Entrance or the Main Entrance, they need to be swept away. If the facilities Coordinator is not in that day, then we ask other Admin. Staff to remove the leaves with a rake or blower. Both can be found in the back closet off the admin. hallway.
- If there is snow on the sidewalks and driveway - we are contracted with Hurr Vasa to remove anything that is 2" or higher.
- Admin. who first arrives is asked to put salt on the sidewalks leading up to the main entrance, and to the street. Salt is found in the brown bins outside the Office Entrance and West Entrance, and next to East & West parking lot entrances to apply on the Yorktown sidewalks when we get a lot of ice.

Attendance and Check-ins

Newcomer and name tag sheets should be placed in Lauren K's mailbox following the 11am service

1. Navigate to Check-ins (ensure date is correct)
2. Input all names on newcomers sheet & nametag sheet
 1. If they don't come up, add them in people
 1. Navigate to the People App
 2. Type in their name & select create new person
 1. Tip: You only have to type a few letters of the first and last name
3. Navigate back to Check-ins and check-in new person

Zoom Checkins

Staff Participation and Event Fees Policy

Purpose:

To clarify expectations regarding staff participation in Foothills Unitarian events, including when payment of event fees or ticket costs is required.

General Principle

Staff are never required to pay to participate in Foothills events when their presence is part of their role as staff. Because staff are expected to “show up as staff,” even when not assigned an official duty, their participation is considered a work responsibility rather than a personal choice.

Ticketed Events

- **Staff Attendance:** Staff do **not** need to purchase tickets for themselves for Foothills-sponsored events (e.g., fundraisers, concerts, programs) where their presence is expected or they are supporting the event in a staff capacity.
- **Guests and Spouses:** Partners, spouses, or guests of staff who attend events should purchase their own tickets.
- **Optional Purchases:** Staff may choose to purchase a ticket as an expression of support for the event. However, this is a **personal and voluntary decision**, not an expectation or requirement.

If a staff member purchased a ticket under the assumption that it was required, they may request a refund.

Participation in Limited or Resource-Intensive Events

Staff participation in Foothills events that have limited capacity (such as retreats, small groups, or ticketed programs) requires prior approval from their supervisor. Because staff covenantally agree to bring both their professional and personal selves to their work, they do not determine independently when they attend as a participant versus as staff.

Supervisors will evaluate:

- Whether staff participation serves a programmatic or community purpose,
- The potential impact on available space, resources, or participant experience, and
- Any financial or operational implications.

Approval should be obtained before registration to ensure appropriate alignment with organizational priorities.

Communication and Clarity

Event organizers and staff leads are responsible for clarifying expectations that are in any way an exception to policy for staff attendance and costs well in advance of events to prevent confusion.