Information

about the   
Use and Care

of the

UUCF Program Building

**Please read before your event.**

**Emergency Information**

**For Building Emergencies After Hours, Call:**

540-560-8845

**Emergency Contact Information**

**Emergency Police, Fire, Ambulance  
9-1-1**

**Poison Control   
1-800-222-1222**

**Non-Emergency Police/Fire  
703-691-2131**

**Fairfax County Government Emergency Info  
703-817-7771**

**UUCF Executive Director   
703-281-4230, ext. 222 office/540-560-8845 after hours**

**Fairfax County Help Line (Use after natural disasters)  
2-1-1**

**UU Trauma Team:** [www.traumaministry.org](http://www.traumaministry.org)  
**866-730-8181**

**Utilities**

**Power  
Dominion Virginia Power**  
**888-667-3000**

Representatives available Mon-Fri. 7 a.m. to 7 p.m.,   
Sat. 9 a.m. to 1 p.m.   
Automated recording system all other times.

**Gas Leak  
Washington Gas  
703-750-1400 or 800-752-7520**

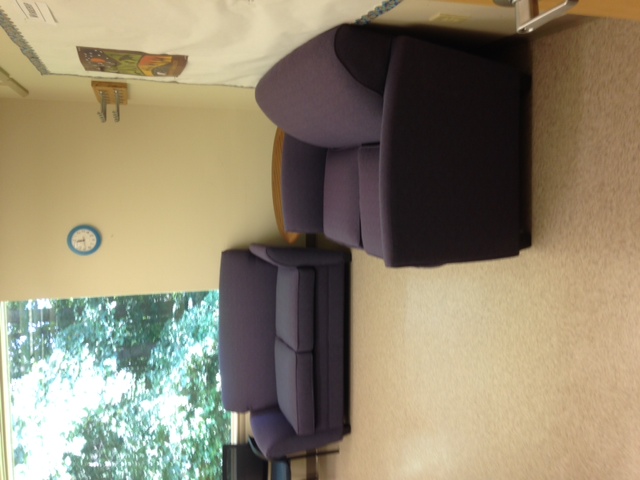
**Water  
Fairfax County Water Authority  
703-689-5800**

**Sewer Breaks or Back-ups  
Department of Public Works and Environmental Services**   
**703-323-1211 or 703-250-2003**

**Cleaning New Chairs and Sofas**

**Immediately, after any spill:**

1. **Spot Clean**  
   Use a dampened white cloth and the spray found in a basket in each of the rooms with new soft seating.





1. **Report all spills to** [**uucf@uucf.org**](mailto:uucf@uucf.org).

You may also leave a note in the door holder (no tape!) identifying the type of spill and location so that UUCF staff can clean further.

**Kitchen in Lobby**

**One Coffee Urn per Electrical Outlet**

Our outlets only power one large coffee urn per outlet. Once the coffee urn begins brewing, it will draw too much electricity and overload the circuit. Please use a separate outlet for each coffee or hot water urn.

**Use Recycle Bins**

We recycle! Please use the blue bins for recycling and the other bins for trash. Renters must bag the trash and take to the parking lot dumpsters.

**Copier**

Copier is for UUCF staff and member use only. Extra paper can be procured from the office during regular business hours.

**Lights**

Please turn the lights off when you leave!

**NO TAPE**

Please do not tape or adhere posters or signs to cabinets, walls, windows or doors. Use the sign holders on the doors or bring plastic standing sign holders for your event. Your event is listed, with time and place, on the front door of the Program Building.

**Social Hall and Kitchen**

**Lights**

The fluorescent lamps controlled by the dimmer take several minutes to reach full brightness. Please be patient. Turn off lights when you leave, including in the Social Hall lobby.

**One Coffee Urn per Electrical Outlet**

Our outlets only power one large coffee urn per outlet for brewing. Please use a separate outlet for each coffee urn.

**Freezer Doors**

Please check freezer and refrigerator doors to make sure they are firmly closed before leaving the kitchen area.

**Return and Dispose of All Items Properly**

Use the photos on the cabinets or the labels inside each cabinet to return clean and dry items to the cabinets. Place soiled UUCF linens on the cart in the lobby. Renters must bag the trash (not the recycling) and bring to the parking lot dumpsters. Please replace with fresh trash bags, found in the drawers.

**Food**

Please take all food and beverages home with you, or deliver to one of the shelters listed below. Pour out any beer or wine. Do not leave any alcohol in the UUCF kitchen.

**Please call before delivering leftover food:**

**Katherine K. Hanley Family Shelter (Fairfax)**

1300 Lee Highway, Fairfax, VA 22030

(actually faces Metal Estates Drive if driving there)

Will not accept pork products or food containing peanuts

Staff is there to accept food 8 a.m. to 9 p.m. (2-2014)

571-522-6800; FAX 703-988-0251; TTY 703-988-0256

**Embry Rucker Community Shelter (Reston)**

11975 Bowman Towne Drive, Reston, VA 20190

703-437-1975; Fax 703-481-1406

Can deliver there 24 hours a day. (2-2014)

No food restrictions.

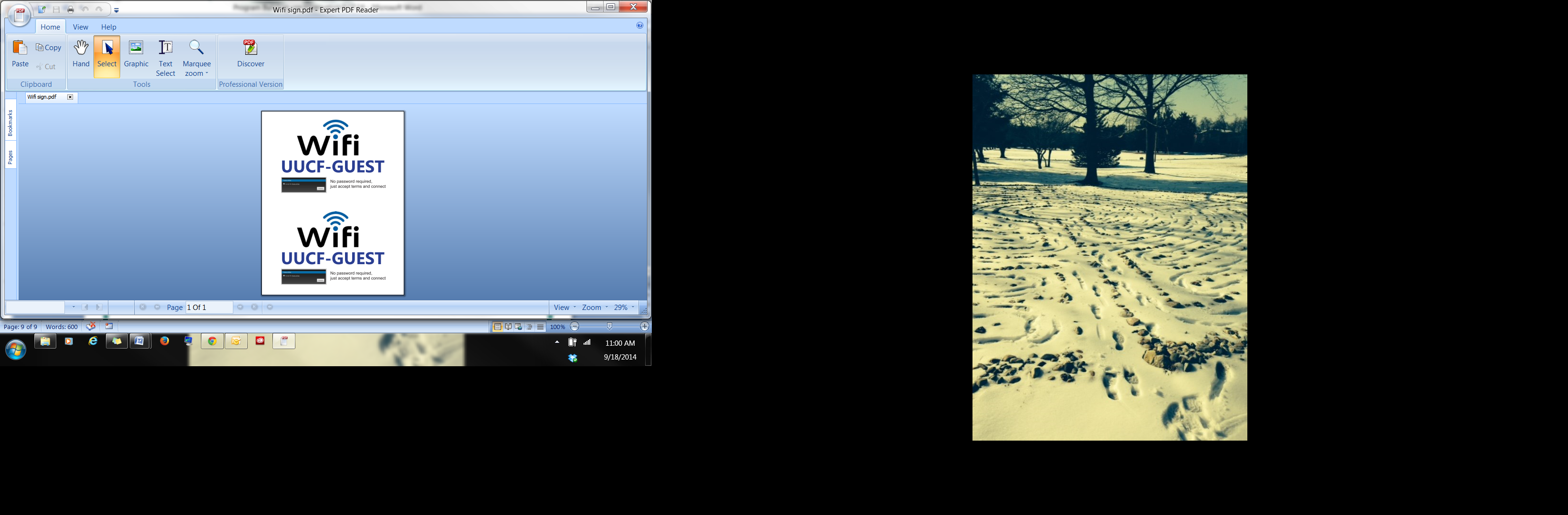
**DO NOT**

**COOK**

**GREASE-LADEN**

**FOODS**



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