



Dear Group Leader,

Welcome back to UCOH! May your gathering be blessed by your connection with each other and by meeting on our campus.

This bag contains the following supplies:

- extra agreements
- clipboard
- offering envelopes and deposit slips
- pens and pencils
- hand sanitizer
- gloves
- sanitizing spray
- paper towels
- extra masks

This bag should remain in Legacy Suite for all groups to access. Any borrowed materials should be returned to the bag, except disposable items, and of course, any masks that are taken.

**Please place the portable fan in the room by a cracked open door, facing to the outdoors. A second door should be cracked open to draw fresh air into the room. If available, this door should also open to the outdoors. Set the HVAC thermostat fan to the "ON" setting to have continuous air circulation. Please remember to turn it off when you are done meeting.**

**A space heater is also available to use when the temperatures are cooler to help offset the door being open.**

Please complete the top of the agreement form and ask all attendees to sign the agreement. Please make hand sanitizer available for people to use before and after they use the pen or pencil.

Put the completed agreement in a love offering envelope with your group's love offering and deposit slip. Label and seal the envelope, and then return it immediately to the Church office if you are meeting during regular hours.



If you are meeting after hours, please drop the envelope in the Church's mailbox after your meeting is over (put it in the chute, not the clip). The mailbox is located at the right side of the entry drive just before you reach the turn/fork.

If you are meeting when the Church is closed, please use the code provided to access the lockbox which has a key to Unity Oaks. Please tell ladies restroom users to avoid the stall and sink designated for Wee Wisdom only. Ladies room handles and knobs will need to be sanitized after your meeting if the restroom was used.

Because there is a limited supply of gloves, please designate one person to wear one glove to wipe down the chairs, reusable items that were touched, and to sanitize the ladies' room.

Your group will need to complete an agreement and return it to the Church each time you meet.

The current capacity limit for indoor rooms is as follows:

Sanctuary (for classes/workshops/events with theater style seating): 25 attendees

Friendship Hall: 10 attendees

Chapel: 6 attendees

Legacy Suite: 10 attendees

If you use Unity Oaks, please remember to re-lock the building and put the key back in the lockbox for others to use.

Thank you,  
UCOH Staff