

Seekers Church

A Christian Community in the Tradition of the Church of the Saviour

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EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT USING THE SEEKERS CHURCH BUILDING

- There is no parking along the fence in the back, or anywhere other than the marked spaces. Parking is first-come, first-served. There is generally ample street parking, and parking in the Metro lot is free on weekends.
- The thermostats are preprogrammed. You may raise or lower the temperature using the buttons on the lower right of the thermostat. There is a hole for this purpose in the locked plastic cover.
- Fire extinguishers are located in the office; behind the large wooden screen in the sanctuary; in the library on the 3rd floor; in the kitchen; and in the room marked "Peter's Basement" on the street level.
- Seekers has two wireless Internet networks that you are welcome to join when you are in the building. Ask us for the password.
- Instructions for the ceiling-mounted projector in the conference room are on the wall.
- In the event of a snowstorm, Seekers will plow the lot and clear the sidewalks as quickly as possible, but this will not always be in time for your meeting. For information about the status of snow clearing and building accessibility, call Katie Fisher at 240-210-4427, email space@seekerschurch.org, or check the Seekers website. Please also let Katie know if you cancel your meeting.
- In the event of a power outage lasting more than a few hours, the doors to the building may be manually locked, preventing access.

Call or text Katie if you have doubts about the building's status.

- Seekers is cleaned by a crew only once a week. Each building user is responsible for cleaning up after themselves according to our Setup and Cleanup Guidelines.

Notes on the security system . . .

- Entry codes are given to each renting group. The code only opens the door at your specific meeting time. Please don't share your code with anyone else.
- There's no need to turn the alarm on when you leave. This will happen automatically.
- If you have questions about your codes or passwords or using the system, please ask Katie Fisher for clarification.
- There are buzzers at the street door and the parking door. These sound at each of the Seekers phones, which are in the kitchen and the street-level conference room. When someone presses a buzzer outside, you can buzz them in by picking up the phone and pressing 5.
- Please do not leave any doors propped open. If others in your group must enter after you, either station someone at the door to let them in, or buzz them in using the phone.
- For more detailed information about the Seekers alarm system, please see the handout called **Access and Security at Seekers Church Building**.