

Unitarian Universalist Fellowship of Central Oregon

Planning Matrix for New Spiritual Home

March 20, 2012

Edited July 1, 2012 for RFP for Architects

This planning matrix is a compilation of our congregation's dreams and needs. Workgroups comprising of about 50 members of the congregation began meeting in January 2012 to brainstorm and prioritize what we wanted in our new home. Our goal from the start has been to be inclusive, and we have incorporated suggestions from many sources: online design forums, a congregation Visioning Workshop in November, 2011, and many conversations and emails.

Our intention was to dream big without limits and collect all ideas for consideration. In order to determine project feasibility, we used this matrix during our preplanning workshops in March, 2012 with our consulting architect during the Planning Grant Phase of our New Home Project. We learned then that we cannot do it all at this time.

We will continue to define our space needs through research, visits to other spiritual homes, and ultimately, collaboration with our architect. Working together, we look forward to developing a master plan to phase in components as we grow. We intend for this matrix to provide a foundation when working with our architect on the programming for our future home.

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OVERARCHING ELEMENTS

PRIORITY	SUGGESTION	NOTES
1	Sense of place	Reflects beauty, warmth and serenity of the high desert. Respectful and harmonious with the land.
1	Welcoming	Easy to find entrances, spacious commons/entry.
1	Good flow throughout	Avoid people jams, especially in commons area.
1	Universally accessible	Meet or exceed standards for all ages and abilities. See UUA Accessibility Handbook (available as PDF as http://www.uua.org/accessibility/) Design for human differences: age, size, hearing, visual, mobility. Include wide doors. Avoid steps. Use ramps and handrails for even one step.
1	Timeless. Enduring beauty.	Plan for 100 years or more.
1	Sustainable	Energy efficient. Natural, green, low maintenance materials. See UUA Green Sanctuary Manual: http://www.uua.org/environment/sanctuary/118741.shtml
1	Orientation (Southern exposure)	SOUTH: Take advantage of southern exposure for warmth, heat, and light throughout. Orient roofs for photovoltaics. Provide overhangs as needed for controlling heat. WEST: Take advantage of views, while maintaining as many trees as possible.
2		NORTH: Good place for mechanical room(s), bathrooms, kitchen, storage and supplies, perhaps office equipment (photo copier, etc.) and storage for extra chairs and tables. EAST: Consider for entry.
1	Flexible, adaptable	Create spaces that can have multiple uses both for the congregation and the greater community.
1	Expandable	Keep future growth in mind and develop a detailed master plan.
1	Natural light	Provide natural light from window placement, strategically placed skylights, and perhaps solar tubes in the interior. Orient windows to avoid glare. Avoid having to turn lights on as much as possible.
1	Fresh air	Good ventilation systems. Operable windows where practical.
2	Common spaces	Multi-use spaces where all ages can gather, with rooms oriented around it—avoiding

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		long narrow hallways.
1	Window seat alcoves and nooks	Quiet spaces for sitting as well as connecting with others. Take advantage of tree and mountain views.
1	Accessible to outdoors and terraces	Wherever possible, especially on south side.
1	Good signage	Outside and inside. Street. Parking. Entrances. Classrooms. Storage. (Salem and Corvallis used names of famous UUs for naming rooms.)
1	Recycling, composting	Bins throughout.
1	Storage	Planned well for adequate storage strategically placed. (3x more than expected?) Include locked storage closets for different groups: within our congregation and possible other community users. (Chairs, tables, RE, adult education, social justice, card group, movement class, etc.)
1	Appropriate technology	See BITs. WiFi throughout.
1	Soundproofing	Especially minister's study, nursery, calming room, choir rehearsal space.
1	Security, safety	Good lighting. Good visibility. Motion sensor lights. Central electronic locking system? Intercom/buzzer/keypad. Possible electronic card keys. (Easily programmable. Easy to monitor use and access; can deactivate a lost card. Card-locked storage areas where appropriate.)
?	Radiant floor heat	If fitting sustainability guidelines. Comfortable, healthy, quiet. Selective locations.
?	Monitoring green systems	Display and information panels, so that children, adults, and visitors can learn about the green technology we will be using. Panels could be in a central space for monitoring our electricity, water use, solar power generation, etc.
3	Magic Places	Scattered throughout—inside and out. Could be window seats, alcoves, outside benches under the trees.
	FEELINGS	
1	A sacred space	Honoring whatever moves us.
1	A sanctuary throughout	Safe and secure inside and out.
1	Inclusive	Welcoming. Sense of belonging. Sense of ownership, stewardship.
1	Uncluttered	A place for everything and everything in its place, stored near where it is needed.
1	Healthy	Fresh, clean air. Super-filtered. Natural materials. Be mindful of chemical sensitivities.

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1	Balanced humidity	
?	Comfortable, consistent temperatures	Widely desired, at least before challenges of passive solar were brought to our attention.
?	Comfortable surfaces	Wood. Cork? Marmoleum for some areas (especially education). Carpeting of natural materials and fibers where appropriate to absorb ambient sound, reduce echoing from people walking, talking, chairs, tables, etc., to provide cushioning from falls and slippage on wet hard surface. Avoiding hard surfaces desired by some, but we saw many concrete floors on our church tours—and many congregations are happy with them.
1	Soothing sound levels	Sound-absorbing materials. Carpet where appropriate. Ensure ability to hear above superfluous noise. Balance acoustics.
	Emotional connection to Old Stone Church	Ambience. Beamed ceiling. Curves. Colors. Could this be carried over to small sanctuary/chapel/meeting space?
	ART & AESTHETICS	
1	Elegant simplicity	Not industrial.
1	Smooth, rounded, soft lines	Attention to quality of curves, arches. Can be subtle, graceful. Avoid sharp angles and points.
-	Symmetry/asymmetry	TBD
-	Color	Diversity of opinions. Ranges of values. Reflect Central Oregon with greens, browns, grays, but include accents as seen in native wildflowers.
1	Permanent art	Harmonious. Carefully chosen.
-	Displays and exhibitions	Children's and adult pieces. No need for an exclusive display space—can be in common area, fireside room (library), hallways, even restrooms. Perhaps glass display cases for 3D art. Good lighting. Moldings or strips for hanging art.
-	Banners	Provide for ways to hang in sanctuary and common areas.
-	Congregation projects	Examples <ul style="list-style-type: none"> • Murals in RE, hallways (Paul Bennett) • Tree of Life Mosaic (See UU Church of Berkeley: http://www.uucb.org/index.php/our-community/tree-of-life-mosaic.html)

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-	Outside	Sculpture. Benches with quotes. Artistic bicycle racks.
-	Mandalas. Symbols.	
	OTHER CONSIDERATIONS	
-	Made in USA	Furniture & appliances
-	Plants	Live and oxygen-producing; or silk and low maintenance. ("ADA says spores and bacteria can be a problem to some.")
-	Carpeting where appropriate	For maintain a soothing atmosphere by absorbing ambient sound, reducing echoing from people walking, talking, chairs, tables, etc. Cushioning from falls and safety from slipping on wet hard surface. Color. Flow. Halls, conference rooms, offices, sanctuary?

SUSTAINABILITY		
PRIORITY	SUGGESTION	NOTES
	<i>See Sustainability Statement by Green Group and report from March 31 Sustainability Workshop.</i>	

OUTDOORS			
PRIORITY	SUGGESTION	SIZE	NOTES
1	Signage		Clear and well designed.
1*	Driveway		Graceful curves through trees. Designed in a way that pavement and cars do not distract from potential westward views from the church building. By having the driveway to the parking lot and the parking lot itself on the east side it will be possible to support a spectacular view of the mountains and our valley while walking to the entrance.
1*	Parking	150 spaces?	Easy and obvious. Ample and attractive. Landscaped with swales for drainage. Trees,

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		(1.5 acres, not including landscaping) Extra if doubling services?	native vegetation in islands. Permeable paving if possible. (Could be problematic with welded tuff so close to surface.*) Off to side (east side preferable) so it blends into land. Avoid seeing cars from windows in building. Access needs of physically challenged. Designated visitor parking spaces in welcoming location. Lighted parking adequate for projected size of congregation and sensitive to surroundings. If the parking lot were placed to the west of the buildings and entry we would be constantly looking out over parked and moving cars instead of at a serene view .
1	Building integrated into land		Harmonizes with natural surroundings; blends with neighborhood and environment.
	Small wall		Small wall or barrier just high enough to block direct view of pavement and noise.
	Berms		On Skyliner Road just high enough to cover tires, to muffle sound and visibility.
1	Entry/Approach		Inviting, welcoming. Directs to entry. Accessible to people with physical challenges. A parking lot to the east would afford wonderful views as people approach the building. The approach to the building should maximize the feeling of a friendly welcome to a lovely setting, creating the feeling, "I am glad I came to this place and became part of this community."
1	Entry courtyard or plaza		A plaza, perhaps slightly elevated and partially covered, would be a gathering place and invite interaction when arriving and departing the main building entrance.
2	Atrium		Bring light in. Possibly 3-sided facing south to capture sun and warmth and escape from wind.
1	Bike racks		Possibly covered with solar panels. Near building entrance. Sculptural or artistic.
1	Outside storage area		Close to doors for snow removal—shovels, de-icing materials. Also place for snow blower/plow. Possible chipper.
1	Trail through trees to entrance from Skyliners.		Closer to east end of land. Graceful approach.
2	Nature loop trail through land.		For congregation and public. Nature notes along the way. Could be started early—after closing on property.
1	Outdoor play area for children		Attractive fencing for preschoolers. Flat area with grass and/or chips for activities. Natural, simple playthings.
2	Recreation		For older children and adults? Possible basketball (portable). Croquet.

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3	Community garden. Flower garden.		Site it in the most advantageous way with respect to wind protection, direction of the sun, irrigation, critter protection, proximity to tool storage. Sunny. Reasonably flat. Raised beds. Possible greenhouse. Fencing. Protection from critters.
1	Outdoor gathering space		Could be used for outside worship, meetings or classes.
1	Picnic area		Protected from wind. Sheltered. Shade and sun. View preferable. Small picnic tables for kids. Maybe in trees.
3	Barbeque area		Near picnic area.
2	Fire ring/conversation circle		Sheltered from wind.
2	Meditation space		Can be combined with memorial garden.
3	Architectural water feature		Indoor or outdoor.
1	Wildlife water feature		Spring, pond, bird bath, bubbler, drip. Wetland, enhanced drainage pond.
2	Memorial garden		Can be combined with meditation space.
3	Labyrinth		Smooth, maybe with pavers, so wheelchair-friendly. Flat enough to be multi-purpose space. Beautiful spot for a labyrinth in circle of trees down near bike path, would be available to anyone to use.
4	Challenge course. (Low one)		Outdoor nature/science day camp for kids in summer.
1	Garbage/recycling/composting area		Screened or fenced garbage and recycling service area near kitchen plus composting area convenient to kitchen and gardens.
*	Outside bathrooms		Available to public: bicyclists, walkers. With quotes from UUs—Thoreau, Emerson, Parker (HS).
1	System for capturing and re-using run-off water?		Use for landscaping.

“The personal emotion when approaching the building is affected by the grounds and the appearance of the building, but as one nears the church plaza it becomes the other people themselves who are of greatest importance. Therefore, the building and the plaza must be as comfortable as possible for people. That means a design built for living people and not for artistic extravaganza. Form follows function, and the function of this building is to bring these people together as a community of like-minded people seeking to dwell together in peace, to seek the truth in love, and to help one another.” (CS)

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ENTRY/COMMONS

PRIORITY	SUGGESTION	SIZE	NOTES
1-2	Entrance		Courtyard and paths to multiple entrances. Lots of windows. [UU Berkeley, Kensington, CA has beautiful foyer and atrium.]
3-4	Portico		Drive-through covered porch for unloading, especially during snowy/icy weather. Large enough for cars to drive through. Many concerns raised about aesthetics.
1	Accessible entry		Flat access from pavement: no step to entry.
1	Vestibule. Air chamber	8–12 feet deep	Storm entrance. Glass doors for light and visibility. Automatic doors for challenged? Revolving doors?? Benches.
1	Large, spacious commons (formerly called foyer) or atrium		For flow, gathering, perhaps with glass wall for overflow from sanctuary. <i>Could be planned to absorb many of the uses of the Fellowship Hall if not feasible to build it in first phase.</i>
1	Flow		Bring people together without being crowded. Take into consideration possible multiple services and flow in and out and to fellowship hall. [Salem, Bellevue]
1	Greeting		Area to be welcomed by minister and greeters.
1	Visitors		Provide a way to welcome visitors without impeding flow. Moveable counter for welcoming could double as a ticket area for concerts. Materials could be stored behind it. Counter would provide a surface (slanted possible) for visitors to fill out nametags, sign book, and pick up materials.
1	Nametags		Nametag storage: devise a way that it doesn't block flow. Perhaps on wall.
1	Signup books		Counter for signing up for activities.
1	Display info for members and visitors		Signage with principles, values, beliefs. Community information center and uncluttered pamphlet area. Wall-mounted.
1	Spaces for mingling. Nooks		Open alcoves. Seating—benches, window seats. Enough space for those using walkers. Can have some small tables out permanently.
3	Decorative art (in entry)		Stained glass chalice a possibility—possibly in doors or to the side. Or use stained glass strategically for screening.

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2	Coat space		Coatroom or coat closets with hooks and shelves for hats around side, not right by entrance. Avoid congestion with quiet sliding doors. Cubbies/bins for bicyclists helmets/gloves/bottles/backpacks, etc.
1	Storage space		Keep storage doors away from entrance to prevent congestion. Storage for materials, tables, medical supplies, first aid kit, defibrillator. If others will be using or leasing our facilities, provide locked storage nearby for them. Chairs and tables accessible from both sanctuary and Commons area.
1	Light		Plentiful natural light. Possible skylights.
1	Latecomers		Possible glass wall between commons and sanctuary. Provide for sound and sight of service. Specific times for latecomers to come in or into overflow space. Use quiet doors.
2	Calming room.	100 SF	Commons could be used for restless children and walking babies. Or separate room accessible from foyer with glass wall and sound piped in. Baskets of toys. Accessible bathroom.
2	Fireside alcove		Warm, welcoming space for small gatherings, meetings.
2	Sound proofing		Keep noise from spilling into sanctuary.
1	Art display		
1	Hub		Access to offices, classrooms, fellowship hall, sanctuary.

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SANCTUARY

PRIORITY	SUGGESTION	SIZE	NOTES
	Uses		Sunday services, ceremonies, weddings, memorial services, concerts, lectures.
	Capacity	375 (150–425)	Flexible, expandable space. Possibly with a movable wall between sanctuary and foyer or sanctuary and fellowship hall. Or space that can hold range of chairs with nearby storage. “This range opens up a world of possibilities for other uses.”
1	Spacious yet intimate		Room for all to feel there’s a place for them. How to provide space for larger crowds, yet maintain intimacy? Provide for versatility, flexibility, and flow to encourage participation.
	Entering sanctuary		Take it all in at once. Visceral impact, takes the breath away, transformative.
1	Connection to outdoors Sense of place		Connection with nature and sense of place. Belonging to the land. A sacred experience if you bring nature in. Reflects our values and the interdependent web of existence. Carefully placed windows to focus on trees and mountains, being cautious to avoid glare. [One member wanted to block out the outside and focus inward.]
1	Light		Soft natural light from many sources. High windows or above a possibility. Narrow vertical windows to wash walls with light. Solar gain to let in sun in winter—possibly whole length of the sanctuary. Careful with sun with southern exposure and glare. Windows on sides and in front? Avoid glare behind pulpit. Hanging lights.
1	Shape		Semi-circle seating. Inclusive feeling—want to see faces, not the backs of heads. [See San Jose UU with labyrinth on center of floor.] If semi-circle or round is not possible due to acoustics, square is possible as long as angles for sight lines to stage area are still ergonomic. Not a long, rectangular nave, though rectangular could have some sight-line and acoustic advantages. Good for processions.
1	Maximum flexibility		In use of space and seating. Space for tables. (See SERVICES & CEREMONIES below in this section.)
1	Flat floor, not sloped		Flat recommended for versatility and flexibility, but more visible if sloped. Accessibility issues. How much slope? Gentle? Get parameters. What happens with movable chairs and

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			props? Could a balcony give advantages for sight lines and overflow? [First Presbyterian is too sloped for wheelchairs. Most UU churches visited are happy with flat floors.]
1	Chairs, not pews		Greater seating capacity and flexibility with chairs since we can expand or contract seating number. Chairs should be comfortable, light enough for moving, stackable, easily coupled together, with storage for hymnals. Pews provide space and comfort for big people. (Getting information about chairs at UU Salem. Very comfortable.) Use compatible/identical chairs for adjacent space.
2	Expandable		Movable and soundproof walls—folding or sliding—on sides or in back to open to commons (or possible fellowship hall) for high capacity occasion overflows. Possible glass doors to commons. Pipe sound to Commons or Fellowship Hall if not connected.
	Aisles		Multiple. Could vary if space is flexible. Provide places for wheelchairs.
2	Ceiling		Not pointed. Possibly rounded. Smooth tends to focus more on inclusive community. “High and pointed orienting to heaven” concern expressed. Audio system should be flown from the ceiling. (CC)
1	Stage		Worship, performances. Piano and choir. Pulpit. Seating for minister, host, possibly a panel. Table for flowers, chalice, singing bowl. Raised about 3 steps (seems adequate elevation for most churches), accessible by wide steps and ramps: two if sanctuary is round. (As a performing arts venue stage CC recommends stage least 3-feet off the ground. 20-ft deep by 28-feet wide, not including choir risers). Better to have fixed stage than modular requiring labor. Plenty of electrical outlets.
1	Pulpit		Easily movable. Allowance for minister to move around while talking. Quimper at Pt Townsend used and extra movable riser at pulpit for greater visibility.
1	Steps		Curved, carpeted. Deep so friendly and safe. Handrails. Wide and comfortable enough for choir if not onstage.
	Gentle curving ramp		Gentle, curved on side(s) with handrails. On both sides if sanctuary is round and symmetrical.
1	Backstage		Storage. Restroom. See CHOIR ROOM/GREEN ROOM
2	Wings		With wings for performers waiting to go on. UU talent show. Community theater.
1	Choir location. Risers.		Assure that choir an integral part of congregation: assessable and visible. Not in loft. More

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			<p>integrated with congregation if curved or completing circle of congregations. Choir needs to hear each other to make high quality sound. Keep group together.</p> <p>Seat 35-40. About 10 to a section. Wide steps with room to sit or stand. Carpeted landing with 2 tiers. Can be permanent and remain when stage used for other uses as long as rest of stage is large enough. Risers that come out of the floor would allow elegance and flexibility, raising only portions needed. This is the best solution if feasible and not cost-prohibitive.</p> <p><i>Check out theater folks.</i></p> <p>Vanity wall (short wall in front of choir to provide a cleaner appearance. However it would restrict space, hamper Inclusive feeling, and cut down on flexibility, depending on whether it is permanent or portable. Space for holding folders. Space for music stands only in front.</p> <p>Lighting needs to be bright enough to see music well but not glaring. For both choir and piano.</p> <p>(Rethink sitting on stage: see Quimper arrangement at Pt Townsend)</p> <p>Possible</p>
1	Piano preferred to organ		<p>Grand rather than baby grand preferred for superior sound. Also more desired for rentals. Yamaha if unable to afford Steinway. (Put piano tuning on maintenance list: every 6 months.)</p> <p>Integrate piano with choir—possibly centered with visibility to choir and conductor.</p>
4	Organ (Electronic)		<p>Infrastructure for possible organ. Needs to be really good if there is one and not too prominent.</p>
-	Stained glass windows		<p>Opinions varied from jewel tones to pastels to etched glass to none. Colors could be used in combination with clear. Solid pastel colors without images. Could be inspiring design of foothills and landscape. Nice example of clear slumped glass at UU Bellevue.</p> <p>Without a message but still churchy. Flaming Chalice?</p> <p>Aiming for beautiful. Safe haven. Soothing.</p>
1	Excellent sound and acoustics		<p>Balance sermon and song. Hire top acoustical engineer. See BITS.</p>
1	Visibility		<p>Balcony? Mezzanine? Is there enough visibility if flat?</p>
4	Small chapel off sanctuary		<p>For meditation. Separated by folding doors, acts as overflow space? SEE SMALL SANCTUARY.</p>
4	Sacristy		<p>Small room behind sanctuary. Storage for items used in services. Could be flower-arranging space. Minister's robe closet?</p>

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1	Storage		Chairs and tables—accessible from Commons. Hymnal storage cart. Supplies.
2	Video		Screens on sides. Computer projector. Capacity to darken the space and project (shades, white walls). Extra screens in fellowship hall for overflow. Possibly elsewhere.
1	Accommodating children’s perspective		Thinking about spaces from a child’s point of view. Building for the next generation. Singing the children out, children’s stories.
3	Path going all around a structure.		For flow, expansion. Children love it.
1	Chalice		Plan on a special place for the chalice. Integrated into the design.
1	Candles		Larger, more visible. Plan on a safe place for candles. Ceremony in the round with passing on the flame of a candle from one to another around the circle. A place to light a candle even if not expressing a joy or sorrow out loud. Concern by one member about asthma from melted wax. Paraffin. Use soy candles or ventilate fumes. Are electric candles acceptable substitutes?
2	Banners		Build in places to hang banners.
3-4	Window shades		Plan way to control glare and darken if necessary. Automated.
	SERVICE & CEREMONIES		
	On stage at a typical service		On stage: typically two to four people seated. Grand piano. At the beginning of the service the minister lights a chalice—currently on a table that holds the small chalice, a vase of flowers, and a singing bowl for marking meditation times. These need to be in a visible place. Choir when singing. See MUSIC.
	Children’s arch		After the opening remarks the children go to the back of the sanctuary and walk through an arch formed by the people sitting at the edge of aisle in the center. This is important to all of us, and we will need a center aisle or other plan for it. We sing as they go through this long arch and they march out in the front and go to their various classes.
	Joys & Concerns		Need a permanent place of honor for Joys & Concerns chalice that is visible and accessible, as individuals come to the front, light a votive candle for a particular joy or concern. The

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			candle is then placed in a chalice made by a former member. Integrate it into the new sanctuary where dripping wax won't cause a problem. Also consider place for a book for writing private notes about Joys & Concerns. (See Portland UU. Side galleries.)
	Off stage during the service		Opportunity to share thoughts after the sermon with the minister walking around with wireless microphone to the various people who want to speak.
	Children's story time		The minister has the children come to the front for a special story. They sit on the stairs to the stage and this works fairly well, again the portable microphone is used. (about 5 to 6 times a year)
	Child Dedications		UUs do not baptize. Community dedicates itself to child that they will be there.
	Dia de los Muertos		Need space for 4 rectangular tables for placing photos and remembrances of deceased loved ones.
	Harvest Ceremony		Need a table for placing squash, fruit, etc. and exchanging it with another.
	Christmas Eve		Singing and candle lighting, so all hold candles. Find a way real candles can be used that wax isn't a problem and there are good places to place them in sand afterwards.
	Easter Service		Brunch afterwards can be moved to new fellowship hall.
	Flower ceremony		A table in the front to place flowers and exchange.
	Water ceremony		A table in the front for bowl for water.
	New members' ceremony		Access to stage for introductions and a small table at the foot of the stage for signing membership book.
	Candle lighting		Find a way that people can light and hold candles in a circle around the edge of the sanctuary and place the candles in sand in containers afterwards.
	ADDITIONAL NOTES		
	Human-friendly. Welcoming to all. Symbolic design. People place.		
	Other faiths.		PB: Sacred spaces for other faiths: In Tibetan Buddhism, people face one another. "See Buddha in another person." Place to pray. Inner radiance. Minimalist simplicity to gold and glass and making it pretty to everything symbolic. Each area reflects distinctive customs and

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			era. Examples: square 32x32-ft. Walls, glass from 4-ft off floor. Retreat. Cushions. Round 60-ft in diameter. — <i>This not discussed yet. Would be good to have something representative of other faiths. To be explored later.</i>
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CHOIR ROOM (Multipurpose)

PRIORITY	SUGGESTION	SIZE	NOTES
1	Choir rehearsal space Green room Bride's room Adult Ed and meeting room		Large enough to hold 30-40 choir members in rehearsal. Backstage or with easy access to sanctuary. Rack for choir robes. Sound proof. Ramp from there to choir area?
1	Flexibility		For maximum use. Storage for extra chairs. Some windows.
1	Piano		Upright.
1	Music library		Inside or adjacent to choir room. Wooden compartments (similar to those of Tom Robbins). Braille music space. Dedicated space where folks could donate sheet music. Lockable cabinets with adjustable shelves. Floor to ceiling—about 8-ft wide. Filing cabinets.
2	Place for secure permanent storage of stage props and other instruments.		Music stands in choir room. Mic stands. Other instruments.
2	Secure storage space		For choir and other performers' belongings. Cabinet, closet, or lockers?
1	Choir director's office		Near the choir/green room, with access to music.
	Soundproof		
2-4	As a green room...		Filtered water or water cooler. Small fridge. Full-length mirror. Extra counter and sinks for musicians and actors, accommodate 12 performers with sinks and mirrors. Good for potential rentals. (CC)
1	Bathroom		Inside or adjacent. Unisex. Accessible.

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FELLOWSHIP HALL			
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PRIORITY	SUGGESTION	SIZE	NOTES
			<i>A spacious Commons area could be designed to provide for many of these needs, if resources are not available to build the full Fellowship Hall in phase one. Especially if Sanctuary is flexible.</i>
1	Close to sanctuary		Good flow and transition. Make it easily accessible from sanctuary so people come for coffee hour. Possibly with sliding doors to expand into sanctuary or an adjoining fireside room
	Capacity		Space for 300 people around round tables—could accommodate 500 chairs (needing at least 5500 SF, approx). “An excellent size room. Many trade tricks one can do to shrink a space, but one can never expand a space that is finite.” Cameron
	Large space		Include alcoves to break up space. Not too narrow or rectangular. (Alcoves can be created with extensive storage needed for tables and chairs.)
1	Fireplace alcove		With seating. Could be the focal point and area for dais.
1	Central focal point		Dip off area for dais—sectionals or portable stage. Speaker. Service auction. Wedding singer. Talent show.
1	Ceiling		Not low. Not acoustical tile.
1	Outside access		Garden terrace. South-facing.
1	Hardwood floor		Better for dancing.
1	Light/ lighting		Solar gain to let in sun in winter. No fluorescents anywhere.
-	Round and rectangular tables		Shape depends on banquet vs. conference or workshop. Choose easy to move tables (as at Bend Senior Center).
1	Storage: Furniture		Generous space for tables, chairs. <ul style="list-style-type: none"> • 60” diameter round tables (as it BSC): when folded: 5'H x 2.5'W x ____ L. Seat 8 snugly. • Racks with chairs: stacking banquet chairs can fit 10 chairs high onto a chair dolly. A

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			<p>standard comfortable banquet chair should be around 17.75"(W) x 22"(D) x 32.5"(H) For 300 (or 310 to have extra) that would be 30-31 stacks</p> <ul style="list-style-type: none"> • Rectangular tables: For immediate UUFCCO purposes we would need 15 (for auction capacity). If we consider possible rental purposes (conferences, etc), we should probably go with something closer to 30. The storage on the tables would be 72"W x 3' H x 9"D (they could stand on their side at 72" tall or stacked or on their side at 3' tall for storage—or perhaps laid flat on a dolly.
1	Storage: other		Places for everything. Tablecloths and napkins. Trivets. Votive candle holders? Extra storage for other groups?
1	Piano		Separate piano if possible, or on a dolly to move from choir room.
1	Adjacent to kitchen		Big roll-up windows allowing easy access to kitchen. Two doors. (See kitchens.)
2	Shades		Ability to darken. Plan for how to control shades out of reach. Automated?
1	Screen		Not obvious except when needed.
2	Banners		Provide built-in ways to hang.
-	Children- and youth-friendly		Safe place for children to play. Attraction for youth, sports & game-friendly. Running around place to play inside during inclement weather -- with game tables (foosball, air hockey) and craft supplies – could be in RE commons.
	USES		
	Coffee/social hour.		
	Soup & Sandwich gatherings		“To deepen connections within the fellowship and with visitors, sharing a simple monthly or quarterly meal can bring the congregation together after the Sunday service. Soup can be cooked in the kitchen or re-warmed after being prepared in homes, and simple sandwich ingredients made available.”JJ
	Easter Brunch		Needs multiple serving tables with ability to serve many people efficiently. Round tables for dining.
	Annual auction		Needs rectangular tables to display items, and serve potluck. Round tables for dining. Stage for auction.
	Pasta & Possibilities		
	Potlucks		

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	Community meetings & events		
	Conferences		
	Receptions		
	Music		
	Dancing/movement		

FIRESIDE ROOM (LIBRARY)

1	Alternative space		<i>Possible Fireside Nook in Commons area if separate room can't be in phase one. Or Fireside Room that has opening wall to Commons to add flexibility to both spaces.</i>
1	Multipurpose space		Reading. Small gatherings. Board meetings. 10-12 at conference/dining table. Open enough so that chairs can be arranged for group meetings. Nearby storage for extra chairs (20?).
1	Seating		Sofa and comfortable chairs around fireplace. Table reading area and nooks for easy chair reading. Window seats.
1	Fireplace		Natural gas.
	Quiet space		Reading. Writing.
1	Location		Near Commons or well-traveled route, so library is convenient and in people's minds
1	Size		Large enough to be used also as meeting space for committees & small groups.
2	Windows		To the outside (for view & lighting) and to hallway to entice people to come in and browse.
	Shelving		High and low to accommodate all ages. Able to be labeled and re-labeled easily and clearly. Display shelving (slanted rack to show covers) current magazines & also archive storage for back issues. Include area for books for teens.
	Tables		For checkout and to display featured books & media.
	Bulletin boards		Ample enough for announcements, checkout instructions, and presentation of new or thematically relevant books & media.

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	Multi-media		Equipment for videos, CDs, DVDs. Earphones available. Storage space. Room able to be darkened for media viewing.
	Lighting		Good lighting for browsing shelves and reading.
3	Refreshment bar area		Water, coffee, tea, condiments, room for snacks at special occasions, electrical outlets for snack appliances (coffee maker, microwave?).
	Lockable storage		Media equipment, supplies, etc.

KITCHENS

MAIN KITCHEN

PRIORITY	SUGGESTION	SIZE	NOTES
1	Location		Adjacent to fellowship hall. Needs outside entrance to delivery area. Ideally on the north. Provide for noise control.
1	Layout		Two entrances with double swinging doors at both ends of pass-through counter. Can serve and clean from either end. Separate pass-through for dishes adjacent to dishwasher. (See Sister's Episcopal Church—drawing available 3/23/12)
1	Warm & friendly		Pleasant—a place people want to cook together. Not too big. Commercial, but not institutional feeling.
1	Workflow	Space for 10 people to work together	<ol style="list-style-type: none"> 1. Consider how cleanup occurs: washing dishes, pots & pans, stacking to dry, storing. 2. Provide space for various baking and cooking activities oriented around islands with access to cooking appliances, ingredients, tools, and sinks. 3. Plan for large groups of people working together, to prepare meals for large events and clean up efficiently. 4. Provide separate sink for hand washing.
1	Coffee		Consider a separate coffee bar accessible from Commons and/or Fellowship Hall side, with a pass-through to kitchen. Plumbed commercial brewer drip is fast. Makes 1 gal to 1.5 gal at a time. Takes 3 min to brew. Hot water spigot for tea and hot chocolate at coffee bar. Could have small sink, storage for cups, place for sugar, tea, etc., trash

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			basket. If for a small group: commercial drip machine costs \$200 to make 1 pot at a time. Not plumbed. Must accommodate both.
1	Countertops		Stainless: good for middle working areas, but very expensive. Wood: good for large, stable islands. Can sand and re-oil. Don't cut on them. Can get lots of people around them.
2	Work carts		Stainless carts with heavy work surfaces. Building islands out of the carts is possible, though not desirable for chopping. Lockable wheels. Have locking drawers and shelf underneath and chopping blocks on top. Some islands too heavy to move, but still need carts around. Rolling rack for sheets.
3	Kid-friendly area		Provide safe stools here, and lower countertops in smaller kitchen in RE area.
2	Commercial appliances		Highly recommended for heavy-duty quality, longevity, and greater volume. Caterers prefer and rentals would be more limited without commercial capability.
1	Cook stove		8 burners. Conventional oven provides warming option. Convection ovens not necessarily needed, nor appropriate for roasts.
	Griddle 24-30 as part of stove		Natural gas.
2	Convection oven—free standing		5-rack convection oven highly recommended.
1	Full hood and fire suppression		Essential.
	Emergency pull chains for fires. Eye washes		
1	Microwave		Good for some things. Definitely include in little kitchen.
	Warming racks		(Annie never uses them.)
*	Clean-up sinks		Large double or triple stainless sinks good for large pots. (Check code if 2 or 3 needed.)
1	Vegetable sinks		Two: side by side or at ends of islands. Each about 30 x 24".
1	Hand-washing sink		Separate, according to code.
	Refrigerator/Freezer		75-100 sq ft. Caterers strongly prefer commercial reach-in refrigerators to accommodate large platters. Need to decide what kind of meal preparation will take place or whether food will be brought in. Walk-ins good, but expensive and not essential. (Beer usually in kegs is already iced.)

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3	Ice machine?		Or bring in bags.
4	Refrigeration truck: loading dock going right into kitchen?		Accommodate for deliveries. Outside deck for a refrigerated vehicle (OM) and/or street level access. Hand-truck and direct access preferred (AJ).
	China dishes, glasses. Mugs		Highly recommended to limit use of disposable dishes and utensils. Can charge more for rentals for UUFCO-owned items: plates, mugs, flatware. Renters can obtain wine glasses or champagne. Rent linens for others; use our own for UUFCO functions.
	Flatware		Must go through dishwasher twice according to code.
	Knives		Lockable storage.
1	Commercial dishwasher		<i>(From church visits: do the commercial dishwasher even if nothing else)</i> 6-ft counter before DW. 3-hole sink. Overhead sprayer to clean off food scraps. Big garbage disposal. Large enough for pots & pans. Multiple racks slide in--some like carwashes. Two options: <ul style="list-style-type: none"> • High temp sterilizes with no chemicals. Self-dries. Often too hot to touch. • Automatic chemical sterilization. Dishes come out warm enough to self-dry, but can be handled. Automatic beeper for replenishing chemical. Either way, code does not allow drying with towels. Both recycle water. [At Caldera: 1 stainless sink and DW in dish room.]
	Store glasses in racks		Takes a lot of space, but reduces handling.
1	Garbage/compost, recycling, trash		Provide for sorting bins and outside access.
1	Utility area		Mop sink, janitor's closet, stackable W/D for napkins, linens.
	Storage		Open access for visibility, lockable cages, and/or cabinets and drawers with labels. Rolling carts.
2	Lockable storage		To prevent equipment from disappearing. Designate check-out procedure. Use select list of caterers.
2	Pantry		Lockable for UU use.
	Flooring/drains		Must have drains. Concrete is too hard, unless using rubber mats. (However rubber mats are heavy, so harder to move to mop floor. Heavy-duty Marmoleum. Check into wood

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			with Marmoleum on top. Cork not good in wet conditions. 12 x 12 ceramic tiles nice, and easy to mop; breakable, but repairable. Easier to roll carts on hard surface. [Weddings usually take 8 hours of standing.]
1	AC & heat in kitchen		Separate from building system.
1	Variety of lighting options		Spotlighting. Limit fluorescent.
1	Sound absorption		On walls and ceilings.
3	Coat closet		
1	Phone for emergencies		
4	Music: iPod		

CLEANING CLOSET

1	Location		Adjacent to kitchen. Fresh air access for drying, ventilation. Easy access to garbage and recycling.
1	Mop sink		Mop sink with hose, hot and cold water. Mop bucket, Wet mop. Drain.
1	Storage		Supplies: cleaners, paper towels, TP, etc

SMALL KITCHEN

1	Location		Access to education. If possible to meeting spaces, administration, fireside room.
1	Uses		Storing and preparing snacks for children and youth. Lunch area for staff and small committees during week.
3	Central		Between RE and admin. And another room to meet in. To serve small groups. Table and chairs. Can function as lunch room or small meeting space. Window/access to terrace on the south/
1	Appliances		Refrigerator/freezer, microwave, sink, standard dishwasher, coffee maker, popcorn popper, pizza baking pans.
1	Counter space		Adults and children.
1	Kid-friendly		Some counter space that is either height adjustable, or have safe step-up platforms to

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			enable smaller children to participate in a cookie-baking project, etc.
1	Basic storage		Utensils, pie and cake cutting knives, serving spoons, cookie sheets, etc.
1	Pantry		
3	Outdoor BBQ kitchen?		

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EDUCATION

GENERAL

PRIORITY	SUGGESTION	SIZE	NOTES
1	RE Commons area. Atrium. REC room in central space. Flex-space, but child-oriented with murals, artwork.		Larger shared space where all ages can come together or which age groups can take turns using—with classrooms surrounding. Stage for theater/performance/karaoke (<i>perhaps could be in small "sanctuary" instead.</i>) Bulletin Boards to post and present current RE themes. Big screen. Library nook. Shelving. Coat hooks and/or cubbies. Basketball hoop? Electronic keyboard. Ping Pong table here or in another space could be permanently set up and used as large craft or meeting table. Central display space for art projects. Can be a running around place to play inside during inclement weather with game tables (foosball, air hockey) and craft supplies after the service while waiting for parents.
1	Storage		Shared for all teachers: craft supplies, RE materials.
1	Materials		All natural, healthy materials. Durable floors—not carpet. Sitting rug. Big pillows. Each room can do soft areas as desired.
1	Small Kitchen		Shared with Admin and small groups. Microwave, hot plate, coffeemaker, refrigerator, sink with hot water on demand spigot, cutting area for snacks, space for cleaning supplies, compost bin. Work space for children.
1	Counters		In each room with storage under.
1	Ambience		Attractive. Lots of light. Lots of color. Window seat alcoves. Nooks. Cozy space but large enough for group activities.
2	Keyboard		
-	Other considerations		Need custodian to keep things clean and healthy.

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CHILDCARE (Infants to preschool)

PRIORITY	SUGGESTION	SIZE	NOTES
1	Ages/uses		For infants to 5 years old or so, occasionally older. Primary uses include reading, crafts, snacks, movement and resting.
1	Location		Closest to the sanctuary of the RE rooms if possible, but enough distance that sound won't carry. Possibly off a quad or open space area. Access to kitchenette (see Central Space in RE area above).
1	Access to outdoor play area		Fenced. Naturally designed play structures.
1	2 rooms (plus nursery)		
1	Nursery		Quiet space. Rocking chair alcove with chair. Nursing or napping. Changing table. Throw rugs or area rugs. Peaceful space for nursing mothers. Portable crib. Windows so childcare providers can monitor from main area. Monitors to hear crying. Speakers so it is possible to hear sermon in quiet nursery area—attached but not in main childcare space.
1	Bathroom		Child-sized fixtures. Also possibly an area in the corner of childcare space with toilet and sink partitioned off in the corner where childcare provider can keep an eye on child and other children at same time. Changing table near child bathroom.
1	Sink		Low sink for hand washing before snacks. Low counters with sinks, workspace.
1	Kitchenette		Access to shared, small kitchen (see description above)
1	Furnishings		Small tables and small chairs for crafts. Bookshelves.
3	Window seat alcoves		For reading.
1	Fixtures		Coat hooks, place for boots, cubbies, lunch bags. Could be in central space outside room.
1	Sound system		Sound cabinet for music. Slots for CDs. Music player. Also in nursery. Lockable. Wireless access to link mp3 players to Pandora or Spotify, etc.
1	Storage		Paints, play dough, supplies, cabinets lockable if shared with others. Some might be in central area.

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-	Materials		No carpeting. Throw rugs and pillows in book area. Hard surface floor. (Marmoleum?)
*	Coop nursery school		UU preschool? Own entrance separate from church. Would need office space. More storage space. Cubbies. More of a playground. Maybe a larger kitchen. Depends on half or all-day. Sometimes totally separate space. Possibly dedicated for someone to lease but IS our space to use on Sundays and evenings. Young RE space could share with preschool.
1	Use for facility rentals		Renters need to make a deposit. Some lockable space, but not everything. Sharing with responsibility: cleaning and damage.
1	Calming room (aka cry room)		Separate from RE area: A soundproof room with window into the sanctuary. For crying or squirmy children. Books. Toys. Sound system to hear the service. Rocking chairs. Parents could stroll with children in foyer if glass between it and sanctuary.

CHILDREN'S RE (K – 5 th grade)			
PRIORITY	SUGGESTION	SIZE	NOTES
	Classroom uses		Conversation, circle format, art projects, music, movement, movies, snacks.
	Number of rooms		3 spaces? Flexible. Wall dividers, adjustable, or permanent walls? Accommodate overflow in whatever age groups need more space.
1	Access to outdoors		Door from common space to fenced in area. Access to a big open yard. Chips. Teaching space. Basketball hoop. 4-square. Nature trail with interpretation. Wall for wall ball. Hard surface area for games. [Might co-op. Brooks Resources example. Partner w/ Parks & Rec. Grass, trees.] A playground that offers more natural features. Some playground equipment--bars to hang on, rocks and boulders--real or manufactured- to climb on, tree stumps to jump off of, swings, recycled tubes to climb through or tent/cave/ fort like spaces to hang out in. Natural area in addition to playground area. Garden space would be wonderful. Outdoor art spaces also nice--big chalkboards or surfaces for creating on with water painting/sand/ clay. Could be simple, easily cleaned table top surface with storage underneath for equipment (like paintbrushes/chalk/sand etc).

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1	Layout		Open space. Long countertop for craft projects. White boards for each. Bulletin board for hanging art projects. Place to dry art projects.
1	Furnishings		Use for films, presentations, lesson material. Need point of central focus in the rooms for this purpose. Whiteboards would be good in some areas. Small chairs (no tablet arms) and smaller tables so can work in groups. Movable. Fold up. Stack up. Store to allow open space. Being able to open up the teaching spaces is really important. Having room for games and movement-oriented exercises would be amazing. Access to one moveable podium on wheels with power outlet would be good.
1	Music		AV: CD player & speakers. Wireless internet access to link mp3 players to Pandora or Spotify.
1	Storage Area		Needs to be a separate item for each specific space. Cubbies sound good.
1	Art		Murals. Hanging system for art.
1/*	AV Equipment - Trolleys		Need to consult with IT folks. Could use to share AV equipment. We need to be thinking digital, multi-media. Either an iMac for each space with internet access, so movies and other media can be displayed, or a flat screen TV mounted to the wall that can be connected to a computer to display media. Probably want a computer with projector rather than a TV. In floor power supply makes sense, along with tateinc.com raised floors if financially reasonable.

YOUTH (6 th – 12 th grades)			
PRIORITY	SUGGESTION	SIZE	NOTES
1	2 spaces		One separate space exclusively for youth.
1	Uses		RE space for youth. Hanging out, discussion, eating, listening to music, watching movies, movement/singing/acting, art.
1	Location		Own separate space, but close to interact with the younger children.
1	Furnishings		Modular, movable, comfy couches and chairs. Collapsible tables and chairs. Beanbags. Space for movement such as musical chairs. A fireplace or some sort of central

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			feature to focus around would be "cool." Movable platform for performances. Idea: Little movable 'service bar' (like a 5 ft. two-sided 'bar' counter with a 'server' on one side) that the kids really liked to hang out around for popcorn and drinks.
4	Movable walls		Movable walls considered and dismissed because of sound problems, unless very high quality or glass French doors.
1	Art		Removable paper murals. Wall space adaptable for art, diverse posters and quotes. [Paintable wall to do over each year. Painted chalkboard walls for doodling, etc. to make it their own. All do handprints for each year. Name and year.— <i>Paul Bennett urges caution with this idea due to mess.</i>]
1	Music		Cabinet for CDs and player. Keyboard? Sound system, music source. Mp3 or iPod docking station.
1	Sleepovers/lock-ins		Floor space.
1	Refreshments		Mini-Fridge. Separate from kitchenette, if possible
1	Storage		Counter with storage under. Wall cabinet for storage.

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ADULT ED

PRIORITY	SUGGESTION	SIZE	NOTES
1	Uses		Meetings with props such as whiteboards and flip charts, film screenings, small group work, plenty of outlets, WI-FI access, remote phone access.
1	Location		Accessible directly from outdoors. Perhaps windows visible from Skyliners so lights and activity will be visible from the road and the building will look alive at night. Easy access to restrooms and kitchen.
3	Flexibility		Movable conference walls with maximum sound barrier. Mixed advantages/disadvantages. This might be attractive if we want to split the larger of the two rooms envisioned below into two from time to time. That would give us three adult-oriented meeting rooms in addition to whatever else is in the building. Need for spaces to break out into separate discussions.
1	Small conference room		10-12 people at a table. Committee meetings. Community use. (Small size lacking in Bend.)
1	Small classroom		10-30 people at tables, or chairs in a circle.
1	Large classroom		20-50. Could be used for movement, yoga.
2	Conference capabilities		High tech: large digital flat screen. Digital projector. Document projector. Hanging screen. Tablet? (Check with BITS.) Digital whiteboard can print off. (<i>Not recommended.</i>) Make conference compatible. Skype? Phone?
1	Furnishings		Movable stackable chairs for multiple configurations. Collapsible tables. Could coordinate with Fellowship Hall. Round tables? Modular/rectangular tables for conference table set-up.
1	Wall Space		Needed for hanging chart paper. White boards.
1	Lighting.		Natural lighting
1	Blackout capability		Blackout shades for films and AV

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SPECIAL SPACES (& MEETING SPACES)

PRIORITY	SUGGESTION	SIZE	NOTES
2	Small sanctuary/chapel (large meeting space)	Seat 75-100	Flexible, multipurpose space, but still able to hold sacred feeling. Stage. Small sanctuary/chapel for summer, evening, children's, or alternative services. Small ceremonies. Large community gatherings. Could also be used for dance, movement, meditation.
2	Retreat space (yoga, movement, circle dances, meditation) Separate building?	15-20 movement 30-40 seated or more? 25-ft diameter? Larger?	Round. Well lit with soft light, windows low enough to see out to trees or mountains when seated. Potential for it to feel sacred. Large enough for 12 people to lie on the floor heads to center and room to move. A table and chairs available but not up all the time. A counter and sink, perhaps for tea. Could be small community gathering space. If separate, could possibly be built first and be somewhat larger to accommodate gatherings during the building process. Would need bathroom, storage for table, chairs, cushions. If built early, might be able to use as a pumice-crete experiment/demo.
3	Multipurpose art space	[Use RE Commons for now]	Tables & chairs. Seat up to 30 or so. For all ages: children, youth, adults. Include counter and sink. No carpet. Include lots of storage for supplies [as at St. Francis of Assisi]. (Space could be used by COCC community classes.)
2	Bookstore alcove		Small space off foyer and/or fellowship hall. Could be an alcove with glass doors/windows which would allow display even when rented out and double doors could open when in use.
3	Flower-arranging space		Backstage. Sink. Counter. Storage for vases, equipment. Not necessarily a separate space. Could be combined with sacristy near sanctuary.
3	Upper Level Retreat		Quiet area for reading, writing, and meditation available for all members and staff. With a view.
3	Roof terrace		Small gatherings 20-30 people. View.
4	Large conference area	100-200	High-tech conferencing capability. Suggested. <i>How it fits with mission and need, not yet explored. Fellowship hall suggested as alternative space.</i>

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*	Caretaker's apartment	600-800 sq ft	<p>PROS: (Monterey, Parks & Rec)</p> <ul style="list-style-type: none"> ○ Possible custodial, caretaking, or sexton role. ○ Security. Bringing visible life and action throughout the week. ○ Janitorial services. Grounds maintenance. Snow shoveling. ○ Set up for services and events. ○ Understanding sound system for rentals. ○ Being there at night for rentals. Closing up afterwards. ○ Emergency contact. <p>CONS: (Some UU churches)</p> <ul style="list-style-type: none"> ○ Misbehavior ○ Access <ol style="list-style-type: none"> 1. Ck into alternative models & costs--for same services by non-resident help. 2. Possibly create space with utility hookups that could be used as multi-use space for other things, but available if down the line we wanted to have an apartment. 3. Provide space and utilities for RV hookup or single-wide. Likely a problem from land-use and neighbor standpoint, but could put utilities there.
*	Grandparents' lodge		<p>The Grandparents Lodge is a gathering place for elders to share crafts and visit. But more importantly it is a sanctuary for children who need some brief sanctuary with safe, loving mature adults who can spend some time with them. (Traditionally it was a Grandmother Lodge held in a tepee.) More info to come. <i>Could the children's RE Commons be used for this?</i></p>

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SUMMARY OF POTENTIAL MEETING SPACES

PRIORITY	SPACE	CAPACITY	SIZE	NOTES
1	Sanctuary	375		See SANCTUARY.
1	Community hall	200-300?		See FELLOWSHIP HALL. <i>Can use Great Hall.</i>
2	Small sanctuary/chapel Large meeting space.	75-100 50-60, 60-90		See SPECIAL SPACES.
1	Choir room.	35-40		See MUSIC. <i>Can function as Adult Ed, meetings.</i>
2	Large classroom	20-50		See EDUCATION: ADULT. <i>Use choir room or retreat space.</i>
2	Small classroom	10-30		See EDUCATION: ADULT. <i>Use choir room or admin conference room if 12-14 people</i>
*	Retreat space (yoga, movement, meditation)	15-20 movement 30-40 seated		See SPECIAL SPACES.
1	RE commons (child/youth-oriented)	20-30		See EDUCATION: GENERAL.
3	Multi-purpose Art Space	12-25		See SPECIAL SPACES. <i>Can use RE Commons.</i>
1	Youth room	20?		See EDUCATION: YOUTH (for youth only).
1	RE classrooms (4)	10-20?		See EDUCATION: RE & YOUTH (child and youth-oriented).
3	Conference room	10-12		See EDUCATION: ADULT.
2	Fireside room (Library)	10-12 at table; up to 20 in chairs?		See FIRESIDE ROOM. <i>Could be alcove off Great Hall, possibly with sliding wall.</i>
1	Admin conference Room	12-14		See ADMINISTRATION.
	OUTSIDE			
3	Roof terrace	20-30?		See SPECIAL SPACES.
1	Picnic area	80-100?		See OUTSIDE.
1	South terrace	100+		Off of main entrance and Commons. Rock wall bench.

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ADMINISTRATION

RECEPTION, OFFICES, WORKSPACE, CONFERENCE ROOM

PRIORITY	SUGGESTION	SIZE	NOTES
	General Description		<p>Locate offices on side closest to parking lot. Provide a prominent entrance from parking and another from inside the building. Need to be able to see both entrances from reception area. Not necessarily by sanctuary. Offices, RE, meeting spaces, and music room might feed into a common area or foyer.</p> <p>Accessible to a small kitchen to be shared with education and meeting areas depending on building design, which could be used for lunch and break room—and possibly small meetings. (Microwave, refrigerator, hot plate, coffeemaker, sink with hot water on demand spigot.) Large enough for flexible space and future expansion or partitioning as more space is needed. See proposed staff listed below.</p>
1	Reception area		Counter/divider low enough for visibility for incoming visitors. Comfortable seating for visitors but not a lounge area. Space with a small table for magazines. Walls with windows in top half for light and visibility. Behind the counter: shelving, cupboards for files and supplies.
1	Workroom		Space for leased printer/copier, heavy-duty paper cutter. Table that raises and lowers for adjustable and accessible workspace. Plenty of storage for paper and supplies. Space for small office equipment such as a folding machine. Postage machine here or reception counter.
1	Conference room		Large wide table for 12-14 people for meetings. Can be used by volunteers as work table. <i>(Could be used for Adult Ed and meetings if entrance separate from internal Admin area.)</i>
2	Coat closet or mudroom		Rack for outerwear.
1	Lockable closet		Storage for files, documents.

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	STAFF (* = current)		NUMBER AND POSITIONS TO PLAN FOR
1	Minister*		See minister's study.
1	2 nd minister/intern		Small private office. (Could be partitioned off proposed open space in admin)
1	Administrator*		Small private office.
1	Assistant Administrator*		Desk behind counter.
1	Bookkeeper. Treasurer*		Locking office.
	Volunteer coordinator		Could share with future membership coordinator.
	Membership coordinator		Could share with future volunteer coordinator.
	Social Justice coordinator		
1	RE Director*		Office in Education.
1	Music director*		Office in or near choir rehearsal room—close to piano, sheet music.
1	Facility manager		Office in mechanical area. Files.
3	Custodian?		Or janitorial service.
4	Extra office space		Do we want to provide an option for office space for committees? Possible other community groups?
	OTHER CONSIDERATIONS		
1	Security		Intercom/buzzer and/or keypad to use when building is locked. Good lighting for safe entry and exit.
1	Deposit Safe		For offering and other cash and checks. Accessible for deposits, but out of plain site. Brand: Gardall Size: "Large" it's about a 12" high by 10" deep by 8" wide
1	Storage for keys		Secure place.
1	Mail handling		Cubbies for mail and document exchange among UUFCO activities in receptionist area or workroom. Should be secure and private.
1	File storage		Adequate space for files that are currently stored in homes, plus future, and archives.
	Atmosphere in work areas		Lots of natural light. Ceiling disks (not necessarily skylights). Real plants. Light wood. Environmentally friendly. Calming colors such as sage, golden tan.

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MINISTER'S STUDY			
PRIORITY	SUGGESTION	SIZE	NOTES
1	Location		Inner sanctum. Adjacent and connected with administration area.
1	Outside entrance		Outside entrance for minister and people coming for counseling can enter or exit privately.
1	Door		Door to rest of Admin area with window and shade so can be private as needed.
1	Furniture		Adequate desk space for reading and writing. Couch, comfortable chairs for counseling. Bookcases built in along one wall.
1	Closet		Hanging robes
1	Soundproof		For counseling
1	Natural Light		Windows with a view, if possible.
3	Upper level retreat		Separate quiet, retreat space with view.

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RESTROOMS

PRIORITY	SUGGESTION	NOTES
x	Locations	Near entrance/sanctuary/commons, community hall, education and meeting spaces, with some accessible 7-days/week for community meetings, even when main part of building may be locked. Locate women's rooms closer to gathering spaces.
x	Possibly door-less	For larger set of restroom—allows for wheelchairs and walkers to go through more easily. (Regal Cinema in Old Mill)
x	More stalls for women	Need to accommodate large groups of people using the facilities simultaneously in a brief period of time, especially women. Sanctuary like a theater. (Ratio 3:1?) Adequate width. (36"-wide at Touchmark)
x	Unisex, non gender	Accommodate people who may not be comfortable using traditional single-sex "group" restrooms, especially the transgendered and families with young children. But include at least one exclusively for women. (Quimper UU had all unisex accessible bathrooms.)
	Toilets	The kind that have no footing on the floor, but rather from the wall so floor cleaning can be complete. Variety of heights—children to high for elderly and challenged. Dual flush? Small size fixtures in education/childcare areas. Include signs for difference in amount of water.
	Toilet paper	2-roll dispensers as at Touchmark rather than large rolls.
	Seat covers	On walls.
	Sanitary receptacles	Easily accessible to avoid twisting around.
	Urinals	near waterless. (Bend Parks & Rec saves 20,000 gal/year, but can be problematic.)
*	Sinks	individual sinks in a counter
	Faucets	Low-flow faucets. Hot, cold, luke-warm?
	Paperless hand dryers	The new ultra-efficient ones if a green choice and not too noisy. Some have sanitizing ultraviolet lights. Good choice when the restroom is exited without having to place a hand on an exit door. "When there's an exit door involved, having a paper option is more sanitary."
	Paper towels	If a greener idea or for those who prefer not to use the dryers. Have some available anyway for fast cleanup, etc.
	Trash receptacle	At the door to toss the paper as one is exiting. (Enmotion by Georgia Pacific at Touchmark)

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	Toilet stall "accessories"	Hooks on the inside of the door are a must—large and sturdy and halfway down the door. A drop-down shelf—at least in the women's stalls.
	Diaper changing	In men's as well as women's. And/or in unisex/family restrooms. Changing table in RE.
	Mirrors	Full length mirror. Or ¾-length.
	Showers	Maybe 2. In unisex/ADA bathrooms. Beneficial for long days and alternative commuters i.e. ride a bike to work. [Check out bathrooms at Caldera. Handicap accessible bath. Showers beyond. Also at Methodist downtown.]
	Drinking fountains	Low and high. Outside restrooms.
	Soap dispensers	Green foamy soap to avoid drips—over sink. Well-designed counters to avoid drips/water.
	Possible lounge outer area	Sofa. Chaise. Also area mother could nurse privately. Need light. (even a solar tube)
	Children's restrooms	Child-size toilets and sinks in RE area. (2-3 stalls). Changing table.
*	Outside restrooms	Available to people passing by, such as the bicycle riders who have a pit toilet at Phil's trail. See COMMUNITY USES.
	Chair or bench	In women's

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BITS (Beautifully Integrated Technology Systems)

PRIORITY	SUGGESTION	NOTES
	General	<p>Strike a balance of technological sophistication and simplicity. Make wireless.</p> <p>The first task is to decide what we want to be able to do, that is, speaking, playing music, recording, having several microphones operating at the same time, etc. The technology will follow from that decision. Should the sound system be tied into a video system to be used in the sanctuary?</p> <p>The sound tech person should be able to hear what is coming through the system to the sanctuary. Otherwise, how do you adjust the volume when people speak who have different volume levels and different quality voices? This is critical during joys and sorrows, after service discussions and meetings.</p> <p>Location of the sound unit may not be as visibly obvious from the sanctuary as it is at OSC, but to place it in a separate room defeats having the sound tech on duty during the service.</p> <p>Send the sound for Sunday morning services to other parts of the facility (with control options for off-on and volume) – such as, the calming room, fellowship hall, RE area.</p> <p>The sound board we now use at OSC is perhaps more elaborate than any church needs, unless you plan to hire a professional technician every Sunday. The consequence is that the OSC controls can be messed up and we have little idea of how to return to normal. if there are multiple uses by the community for the new sanctuary, this is a consideration.</p> <p>(Don H)</p> <p>Audio for sanctuary should be flown from ceiling. (Cameron)</p> <p>Sound controls for church should be off to side-- sound for shows should be in the middle, and the back of the space is ideal. (Cameron)</p>
	Equipment Room	<p>Secure 100 sq ft room, temperature controlled, specifically for servers and other sensitive electrical components such as battery backups. All UUFCO computers would be configured to back up automatically to a local server as well as having direct access to a networked drive that would be a repository for all official records and documents. Would also store security footage.</p>
	Future-proofing	<p>Conduits and “cavities” are our most effective tools for future-proofing our systems. (“Cavities” are spaces</p>

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		at the ends of conduits that are accessible through the wall.) Provide an empty conduit “ring” and cavities around the campus for a future fiber-optic backbone ring.
	Sound System (Sanctuary)	<p>The best technology that is currently available is still a standard 16-channel soundboard PA. Updated version of existing OSC soundboard is ideal starting point and provides plenty of inputs, outputs and adjustments for professional sound. Specific attention and expertise will be needed to ensure the new system is free of feedback and wireless interference.</p> <ul style="list-style-type: none"> • Minimum of 6 speakers needed for balanced sound output if a balcony – 2 in front of sanctuary, 2 underneath balcony and 2 on balcony. 7-channel sound a goal if the sanctuary is to be used for film viewing. • Minimum 4 wired, 2 wireless and 2 speaker microphones. Lectern/pulpit with integrated microphone. Suspended condenser mic(s) for live performances. • Soundboard located not in a separate room – [ideally in the center of a balcony or mid-way back in the main seating area (allow enough room for circle formation of chairs). <i>Preferred in back by design workshop attendees.</i> • Possible spotlight.
	Projector	HD projectors and motorized screens for video presentation and film viewing in sanctuary as well as fellowship hall – minimum 12’ in fellowship hall and 20’ in sanctuary. Alternate screens may be necessary contingent on layout of sanctuary. Connected to receivers with Blu-Ray players and PC inputs.
	Audio/Video PC	A custom-built rack computer to integrate with the audio system. Using a free Linux distribution and audio/video recording software if anything reputable is available, licensed Windows software if not. This will be used to record and live stream events. (Could project hymns: bypasses copyright issues. Save paper by projecting order of service, etc.)
	“Soft” Soundboard	Expand idea of audio/visual PC to include using emerging technology to emulate a soundboard on a touchscreen interface that will be as simple or as complex as the event calls for.
	Connected A/V	Infrastructure needed to support multi-room audio/video broadcasting so events can be listened to in other rooms. Weigh using direct wiring vs. streaming over the Internet. Paging available either through phone system, Ethernet or direct PA system.
	Security	Several remote cameras for monitoring premises. Ethernet cameras will allow remote monitoring and better integration with system. Provide drops for these around outside roof areas – leave details to a security professional

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	Sound System (Fellowship)	Receiver, small (4-8 channel) mixing board and 2 wireless mics for events in either a small, well-lit room or a large cabinet. Research pros/cons of 2 speaker soundfield vs. 4 PA system volume remote control conveniently located outside of sound mixing area.
	Ethernet	Gigabit (cat-6) wiring and switches to support local streaming and sharing exceeding 100Mbps. Ethernet drops minimum 1 in each room, 2 in administrative rooms, and one in sanctuary near soundboard. Each drop will terminate in 2 RJ45 ports, one dedicated to Internet access and the other for an immediate or future VoIP phone system to be used. Examine power-over-Ethernet WAPs that do not need AC 110V power.
	Assisted listening devices. Closed caption on screen? Simultaneous and recorded.	Incorporate into the sound system a system for assisted listening for those who need a special earpiece or headphones for Sunday services. Storage space is needed for assisted listening equipment, microphones, batteries, etc. It will be helpful if the storage space is near the sound system area.
	Broadcasting	Provide for piping sound and audio of service to fellowship hall, nursery, and perhaps other areas.
	Lighting	On rheostats. Probably integrated with sound system controls

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COMMUNITY USES

An important part of being green, is to make sure that our building is used throughout the week by different community groups.

PRIORITY	SUGGESTION	NOTES
1	Meeting spaces for community groups and nonprofits	4-6? 8-10? 10-30? 50-60? 100-250?: Fellowship hall (300). Share with Adult Ed & UUFCO meeting spaces. Discussion groups in circles or at tables. Provide outside entrance to area that community groups could use with a key and not have access to entire building. Access to bathrooms, storage for chairs, little kitchen. Consider partitions for dividing spaces. Would the common RE space work for outside groups—or function as a center for childcare for events? Provide storage to hide our clutter, and possibly extra locked storage for regular users.
1	Classes/workshops	Yoga, meditation, spiritual study groups, book clubs, writing groups, RE programs for college age students, bilingual education, Tai Chi, tutoring, parenting and parent support, seasonal canning and food preservations, sustainability classes. Bike co-op: bicycle maintenance and support.
1	Community arts & entertainment venue	Concerts, musical offerings, film screenings, lectures, art exhibitions, Nature of Words, performance/readings, coffee house for folk singing. Sanctuary. Foyer. Outside. Need to check land-use and permitting—whether essential to be co-sponsored by UU.
1	Weddings and memorial services	Sanctuary. Choir room for bride’s room. Fellowship hall. Kitchen. Outside terrace.
1	Retreats	Inside and outside spaces.
2	Environmental Learning and stewardship	Nature walks, slideshows, hands-on activities. Partner with Miller Elementary & Summit. Partner with Bends Park & Rec.
2	Summer day camp	Outdoor nature/science day camp for kids in summer.
4	Social services	Feed the Hungry and Food Insecure Kitchen: place to prepare food for Bethlehem Inn as a group. Resource center. Food pantry. Emergency Assistance.
4	Emergency shelter	Ability to serve dinner and breakfast. Schools also serve for emergency.
	Dancing	Zumba and other movement.
4	Office spaces	Rentals for nonprofits that live out UU values. Might muddy waters for land-use permits.

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3	Community gardens	Practice and offer classes in gardening and sustainable agriculture. Share food with those in need. Grow flowers for services. Consider water infrastructure. (City water very expensive.)
2	Memorial garden Congregation	Quiet reflective area. Plaques, stones, benches. Not actual ashes. For congregation, not community.
1	Collaborations with other organizations	Facilitate community goals and activities: lectures, workshops, seminars, micro-business consulting support. Occupy Bend.
	Share with other faiths	Jewish community. Plan for storage space.
	Navigators	UU scout-like group.
	Grandparents lodge	Connecting elders with children who need brief sanctuary.
	Foster parents night out	Place for childcare to give foster parents a break [Salem].
4	Senior care respite	Meeting rooms. Bathroom. Comfortable chairs.
	Recreation	Basketball hoop outdoors.
	Potential groups	AA, LGBTQ, quilters, PGLAG, NAMI, counseling domestic violence victims, death and dying counseling offices, additions, parenting, safety, youth, Head Start, crisis counseling center, Interfaith Network, Planned Parenthood, Day Care.
	Bicycle racers	Renting outdoor space and use of kitchen or fellowship hall if desired for event organizers to utilize? The events are short in duration, but would generate income and we would provide services to a segment of the Bend and national sports community. Could be excellent awareness-building in community about the new building and UUFCO. (Jerrie) Access to parking, water. Rental. Coordinate with Parks & Rec.
	Athletes, walkers, runners and biking folks	Parking for outdoor activities, public water spigot (for water bottles, a water fountain, a water dish for dogs), and two outside bathrooms would go a long, long way towards communicating our values and welcome to all who are respecting "the interdependent web of all existence." With so few public bathrooms in the area and such active use, people are "going" in the woods and etc., which is much more damaging to the natural environment than putting in some public restrooms. Perhaps Bend Parks & Rec would maintain if we built them? Water spigot (A "Wayside Pulpit" geared towards non-drivers with quotes from UU naturalists (Thoreau, Emerson). Alternatives: big porta-potties under shelters. Or portable ones from a vendor with space rather than money and maintenance. Or provide the land for Parks & Rec to do restroom. An easement. Vandalism concerns.
	"Little Free Library"	http://www.littlefreelibrary.org/ Could be placed on a trail for use by us and community.

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BIG QUESTIONS

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	FOR ARCHITECTS	
	Visioning for the future	How do we assure we are planning successfully for the future? And thinking far enough outside the box?
	Sanctuary seating flexibility	Could we expand sanctuary seating into foyer or fellowship hall for holidays? Or is it better to build a large enough space and use fewer chairs when attendance is lower? Is it practical to move chairs into multiple configurations for different purposes? Services, lectures, concerts?
	Sanctuary capacity	What is a reasonable capacity range within the sanctuary? Could the same space accommodate as few as 150 people without losing intimacy, and up to 425 people for a concert or big holiday?
	Sanctuary shape: Round, square, rectangular	Roundish preferred vs. rectangular. Can we combine our desire for an intimate curved space with seats oriented in a semi-circle, so that we can see each other, with good acoustics and good sightlines for concerts and performances? Is it true there is dead space when congregation is singing in a round space as opposed to rectangular?
	Sanctuary floor: Sloped vs. flat.	Flexibility vs. visibility. Concerts and lectures. If we have a large fellowship hall, do we need to have flat floor in sanctuary? Or is it better to still stay flexible with flat floor there for changing seating arrangements.
	Sanctuary balcony/mezzanine?	Would a balcony/mezzanine help retain intimacy when smaller groups, but provide expanded seating for large groups and concerts and good sightlines for performances. What about access for physically-challenged? Would that be by elevator?
	One level or second story?	Advantages/disadvantages of being spread out on a single level, vs. more compact two-story building. Some concern expressed for access of physically challenged people who might not want to walk too far. Others want as much outside access as possible. At minimum upstairs retreat and roof terrace desired. How expensive is an elevator?
	Building in phases	Does it make more sense to build a shell for the entire space and finish interior spaces as able, or create a master plan and build in phases? Would it make sense to build a fellowship hall before the sanctuary and have clearer idea of sanctuary needs later?
	Movable partitions/walls	How practical and successful are partitions for dividing and opening up spaces?
	Carpeting	Where is it essential for sound control and acoustics, safety from slippery floors, cushioning, stabilizing chairs? Some areas, such as education, do not want it. Can we provide sound control other ways? Can it be

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		natural fibers and still be durable and kept clean to avoid sensitivities?
	Also see questions for UUFCO below.	
	FOR UUFCO	
	Sanctuary capacity	How many people do we want to be able to seat in the sanctuary? 325? 350? 400? (375 current number for planning) Cameron suggesting ability to accommodate 125 to 425 in same space is ideal as a venue.
	Fellowship hall capacity	250? 300 seated at tables would accommodate up to 500 without. (Methodists serve 225 at tables, Caldera 120-150)
*	Parking spaces	150? More? Especially if back to back services. Alternative parking? (60 at Breedlove if possible on weekends.)
	RE capacity	How many children should we plan for in RE? 80? 100? 150?
*	Preschool	Do we want to plan for a daily preschool? Co-op?
	Staff numbers	How many offices should we plan for. See ADMINISTRATION for list.
	Extra offices	Do we want to provide an option for extra small office space for UUFCO committees? Possibly for other community groups?
	Caretaker's apartment	See SPECIAL SPACES discussion.

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