



Unitarian Society of Germantown

6511 Lincoln Dr, Philadelphia, PA 19119 • Phone: (215) 844-1157

Directions:

Public Transportation: Accessible by Regional Rail Line (R8 – Chestnut Hill West – Upsal Train Station) just two blocks North of the Church. Also, accessible by the bus Route “53” (Wayne Avenue and Lincoln Drive) and bus Route “H” (Lincoln Drive and Hortter Street) buses.

Parking: Parking in rear of church on Johnson Street between Wayne Avenue and Greene Street. To get to the large parking lot from Lincoln Drive, turn left on Wayne and left again on Johnson or turn right on W. Hortter, right on Greene and right on Johnson or use GPS address 359 W. Johnson St.

Personnel:

- Carolyn Cotton is the Rental Coordinator, she can be reached via email at cccotton@aol.com. She can be reached in case of emergency at 215-385-2539.
- Celeste Lamb is the Church Administrator, she can be reached at usgadmin@usguu.org

Building Info:

- There are two entrances you may use:
 - One on the back of the building that opens into the Edna Jones Assembly Room. This entrance is handicap accessible.
 - Code for entry: 5683 + Star
 - Once unlocked, prop bar on inside of door open with silver stopper located on inside of door by handle. There is a button on the underside of this piece that you will push up to unlatch and lock the door.
 - This entrance is best for classes on the 2nd and Main Floors
 - The 2nd entrance is located on the front of the building, in the courtyard and can be accessed via the key in the lockbox located next to the door.
 - Lock box located to right of door on wall, Code: 5683
 - Retrieve key from lockbox and unlock door by turning the key and pushing down the lever on the handle at the same time.
 - Put key back into lockbox, mix up the numbers, and close the lid
 - This entrance is best for classes in the Kitchen and Dining Room and for elevator access.
- **WIFI:** There are multiple networks, the password is **Usguuwr1**



General Rules:

- Arrive early to allow plenty of time to get settled before students arrive.
- Please **post MALT signs** to direct students to their class. Please use only green or blue painters tape (we have some in the office you can borrow)
- Turn off all lights, close any windows you opened, and leave the room as you found it - or better!
- Please close doors firmly when you leave and check that they are locked.
- Have fun! Enjoy your course!

When you leave:

- Before you step out, turn off all the lights and leave the space better than you found it, with all furniture in the its original location
- Remove any signs that you put up.
- If you unlock a door for your class, please lock up before leaving and return the key to the lockbox.

Room Information:

- **Kitchen:** Industrial kitchen, enough room for 10-15 people. 2 microwaves, double stove/oven, large island. Located on the lower level of the building.
- **Dining Room/Hall:** Large room with wood floor, plenty of long tables and chairs, connected to the Kitchen.
- **Sullivan Chapel:** Located on the main floor ("M" on the elevator) Large space that can be separated into 3 smaller rooms. Beautiful meditation space in front room
- **Daskam Room:** Located on the second floor ("2" on elevator) Small Discussion room. Suitable for 5-8 people.
- **Edna Jones Assembly Room:** Accessible via ramp from the back parking lot. Large room with a stage. Up to 20 people.