

UUFP Building Use Policy (adopted by PB on January 2011)

Background and Purposes

The Unitarian Universalist Fellowship of the Peninsula (UUFP) has grown to more than 130 members and has acquired the services of a full-time minister and a part-time director of religious education. In addition to its original sanctuary building, the UUFP purchased a second, adjacent property and house in 2010 to accommodate offices and expand its meeting space. For these reasons it is necessary for the UUFP to re-institute a policy for the scheduling, use, and care of both the sanctuary and office buildings.

Scheduling

Priority for the use of the building shall be given in the following order: (a) regularly scheduled religious services on Sunday or a weekday; (b) special activities as approved by the Minister; (c) meetings and events sponsored by the Finance and/or Religious Education Committees; (d) meetings of the Council of Committees or of any standing committee; (e) meetings of Ad Hoc committees; (f) other activities or events that promote the mission of the UUFP. In order to be considered for scheduling under category (f), the activity must have the sponsorship of the Minister or President. A rental contract must be approved by the Vice President (VP) at least one month in advance for all other uses of either the sanctuary or office building, and ongoing contracts must be re-negotiated with the VP annually. Scheduling shall be performed by the Administrative Assistant (AA), who will consult with the Minister, President, or the Vice President (VP) about any conflicts or with regard to the interpretation of this policy. The AA shall also post the event or meeting on the UUFP Calendar.

Rental

Space allocations, times, and fees are according to separate guidelines, as approved by the Policy Board in 2007 and available from the AA or the VP. Special public events, such as small concerts and visiting speakers, will be considered on a case-by-case basis. Fees for such events will be determined according to the nature of the event as negotiated with the VP.

Access to and Care of the Building(s)

For each event or meeting, one person shall be designated as being responsible for making sure that the building is reasonably clean and ready for use for the next scheduled activity. Normally, that person shall be the one who schedules the meeting and obtains a key. Note that a separate Key Policy is already in force and must be signed by the person requesting a key from the AA. In particular, user responsibilities include: (a) making certain that all doors and windows are locked before leaving; (b) resetting the AC/heat to its nominal schedule, if it was changed; (c) adhering to fire and safety codes; and (d) emptying the coffee pot(s). Excessive waste materials

shall be placed in the trash (green) and recycling (blue) bins next to the maintenance shed. It is expected that dishes and silverware will be cleaned and that leftover food will be taken home. It is also expected that chairs and tables will be restored to their normal arrangement after an activity or event. Any planned modifications to the building décor must be coordinated with a member of the Aesthetics Subcommittee of the Building Committee. Violations of these basic guidelines may be reported to the Building Committee Chair. Persons/groups that are irresponsible may be denied use of the building for their future events.