

UUFPPOLICY

Name

Building Use Policy

Background and Purpose

The Unitarian Universalist Fellowship of the Peninsula (UUFPP) has grown to more than 160 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 UUFPP purchased a second, adjacent property and building in 2010 to accommodate offices and expand its meeting space. For these reasons it is necessary for the UUFPP 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 any standing committee;
- e) meetings of ad hoc committees;
- f) other activities or events that promote the mission of the UUFPP.

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 on-going contracts must be re-negotiated with the VP annually.

Scheduling shall be performed by the Fellowship Administrator (FA), who will consult with the Minister, President or Vice President about any conflicts or questions of policy interpretation. The FA shall also post the event or meeting on the UUFPP's calendars.

Rentals

Space allocations, times and fees are according to separate guidelines, as approved by the Policy Board in 2007 and available from the FA 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 Buildings

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 a key sign-out form must be signed by the person requesting a key from the FA. 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 outside 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 Sub-Committee of the Building Committee. Violations of these basic guidelines may be reported to the Building Committee Chair. Persons and/or groups who are irresponsible may be denied use of the building for their future events.

History

Adopted by the Policy Board: January 19, 2011

Non-substantive revisions: September 11, 2013