

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, a part-time Director of Religious Education, and a part-time Office Assistant (OA). 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 for entities defined in By-Laws Articles IV-VIII (Membership Meetings (IV), Policy Board (V), Committees of the Board (VI), Program Council (VII), or Trustees (VIII));
- e) meetings of Lay Ministries, Staff, Fellowship Circles, or Hospitality Teams;
- f) meetings of task forces or committees convened by the Policy Board;
- g) events sponsored by entities defined in By-Laws Articles V-VIII;
- h) events of Lay Ministries, Fellowship Circles, or Hospitality Teams;
- i) events of task force committees or committees convened by the Policy Board;
- j) other activities or events that promote the mission of the UUFPP.

In order to be considered for scheduling under category (j), 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 OA, who will consult with the Minister, President or VP about any conflicts or questions of policy interpretation. The OA 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 are subject to yearly review and revision. Space allocations, times, and fees are available from the OA or 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.

Note: For non-church business related rentals initiated by the OA or VP, a Policy Board member will provide oversight in negotiations for scheduling and fees.

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 OA. 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 from automatic reset mode;
- 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 Buildings Committee. Violations of these basic guidelines may be reported to the Buildings 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

Revisions to reflect organizational and procedural changes: January 2, 2019