

# FACILITY USE GUIDELINES for UUCA

The goal of the Facility use guidelines is to create a welcoming place for liberal religious worship, education, art, drama, music, and fellowship that reflects our best values.

In order to realize this goal, we must maintain a safe, clean, comfortable, accessible, sustainable, appealing building, while we maximize its use, minimize abnormal wear and tear, and enhance the appearance and cleanliness of the building and grounds.

The facility should welcome friends and strangers, while at the same time reducing risk from theft and damage. It should reflect our environmental values by conserving energy and reducing unnecessary waste. UUCA's guidelines for facility use are also intended to protect personal safety of all who visit the facility.

The scheduled activities/events in the UUCA facility and grounds should be a reflection of the UUCA Mission Statement and Values, the UUCA Ends Statements and our Principles and Purposes. If a proposed activity/event appears to have a conflict with them, the Senior Minister or his/her designee will instruct the Business Manager on whether the activity/event is appropriate to be scheduled.

## ***What Would Success Look Like, (WWSLL), for use of UUCA's facilities?***

1. UUCA's existing diversity is reflected and expanded upon, (human rights; environment, arts, different spiritual paths, children, youth, adults, and families; GLBTQ, peace, life skills, different spiritual paths).
2. Unmet needs or insufficiently met needs are being served.
3. Demands of the budget can be met.
4. The group is in right relations with UUCA and staff.
5. Assist in helping people find us outside of Sunday.
6. The event makes congregants proud of being connected with UUCA.

## **A. DISPLAY OF ANNOUNCEMENTS AND PROMOTIONS**

The building should promote the programs of UUCA, the UUA, the Mid-South District, the Underground Theatre, the UUCA Art Gallery, and the Parents Morning Out Program. Therefore, other posted advertisements for other events, projects, and programs will be at the discretion of the Business Manager and the ministers.

A limited number of easels can be provided for authorized display materials. Posters and signs are not to be taped or attached to walls or windows or main entry doors. Handwritten signs are not allowed. All signage should have a professional appearance.

For additional procedures for publicizing an activity or event at UUCA, please refer to the UUCA Publicity/Communications Procedures.

## **B. USE OF THE FACILITY FOR MEETING SPACE**

### **1. SCHEDULING**

In order to assure maximum access and accountability for the care of the building, meeting space must be scheduled with the Business Manager. For safety and security of everyone, the Sexton will contact the Business Manager and report any unscheduled groups meeting in UUCA's facility. These groups may be asked to leave the building.

Before a space can be reserved, an **Application for Facility Use** form must be submitted to the Business Manager. This can be done on-line at UUCA's website, ([www.uuca.org](http://www.uuca.org)) or forms are available in the UUCA office. An **Application for Facility Use** must be signed by a representative of the group who will be in attendance of the scheduled event. Rental Groups or other groups that may require a paid Building Attendant/Sexton must send the required fee with their **Application for Facility Use** form. For recurring meetings, usage forms should be

submitted prior to the event(s) and will be kept on file for the duration of the group's schedule of meetings, up to one year, (August to August).

Requests for a particular space will be honored when possible in consideration of overall community needs. Space assignments will be overseen by the Business Manager based on the size of the group, the type of event, the group's compatibility with other events, and the preference of the group. Such assignments can be changed by UUCA as needed.

## 2. PRIORITY

**First** priority for any and all use of space at UUCA will be reserved for institutional functions, such as Sunday morning services, Adult, Children and Youth Religious Education classes/trainings, and Congregational Meetings and member memorial/funerals services. The Executive Team may designate an event as a "congregation-wide event" and therefore will request that no other event be scheduled in conflict.

*Second* priority is granted to official UUCA functions, which include events organized and conducted by a designated Ministry Team of UUCA, Covenant Group and/or an event/ meeting primarily for UUCA members.

*Third* priority goes to other Rites of Passage of UUCA members such as weddings, civil unions, etc.

*Fourth* priority goes to other functions such as Affiliated/Ministry of Space/Sponsored groups and Rentals. Rentals will be scheduled by the Business Manager. Priorities will be exercised at the time of scheduling, whenever possible. Conflicts for use of space will be resolved by the Business Manager under the direction of the Senior Minister/or his/her designee.

Note: Priority will be given to meetings open to visitors and all UUCA members/friends on Sunday mornings and Wednesday nights.

## 3. DEFINITIONS OF FACILITY USE CATEGORIES

Uses of the UUCA facility come under four categories:

- (2) **Institutional Uses** such as worship services, religious education classes, and official congregation functions, which are organized and conducted by a minister, staff, or a designated appropriate UUCA Ministry Team primarily for UUCA members.
- (3) **Affiliated Group Uses:** A group affiliated with UUCA must meet the following requirements:
  - The majority of its members are members or pledging friends of UUCA
  - Attendance/Membership is open to other UUCA members
  - No money can be charged or collected for attendance or fundraising unless pre-approved by UUCA staff before the event is scheduled. UUCA Fundraising events must be approved and follow the UUCA fundraising policies and procedures.
  - All groups with children, (anyone under 18 years of age), must be supervised at all times with the appropriate ratio of child/adult and a representative of the group must sign a copy of the UUCA's **Safety Policy** and ensure that these policies are followed.
  - A group representative, in attendance, must sign an **Application for Facility Use**, be in attendance at the event and ensure these procedures are followed.
  - Supplies and equipment stored in classrooms are not for use, and if furniture is moved, it should be replaced and a room left as it was.
  - Any fees such as those for Building Attendant/Sexton must be paid in advance within 10 business days of the event.
  - UUCA supports the concept of sustainability and strongly encourages recycling. Bins are provided for plastic, glass, and aluminum are located in the kitchen.

- (4) **Ministry of Space Uses/Sponsored Group:** A group may be considered for a donation of space for a single event by a Ministry Team of UUCA and must meet the following requirements:

*\*Note: A fee for the Building Attendant/Sexton may be required.*

- The event must be open to UUCA member participation and it is suggested that members are not charged a fee or attend at a reduced fee to attend the event.
- No money can be charged or collected for attendance or fundraising unless pre-approved by UUCA before the event is scheduled.
- All groups with children, (anyone under 18 years of age), must be supervised at all times with the appropriate ratio of child/adult and a representative of the group must sign a copy of the UUCA's Safety Policy and ensure that these policies are followed.
- Due to life threatening allergies, no food can be brought into a children's classrooms on Sunday or Wednesday during services or scheduled activities. (Nuts, including peanuts should never be served in any of the children's classrooms at any time). If food is served in one of the children's classrooms, please remove any trash to the kitchen garbage receptacle or the dumpster after your event. (Children's Classrooms include: Toddlers- Room 204, Nursery – Room 205, Children's Library Room 206, Elementary Children Rooms 207, 208, 211, 212, 101, 102, 103, 104)
- A group representative in attendance at the event must sign an **Application for Facility Use**, and ensure these procedures are followed.
- Any fees such as those for the Building Attendant/Sexton must be paid in advance within 5 business days of the event.
- Supplies and equipment stored in classrooms are not for use, and if furniture is moved, it should be replaced and a room left as it was.
- Any fees such as those for Building Attendant/Sexton must be paid in advance within 10 business days of the event.
- UUCA supports the concept of sustainability and strongly encourages recycling. Bins are provided for plastic, glass, and aluminum are located in the kitchen.

- 3 **Give Away the Space, (GATS)** - UUCA allows outside groups to use the facility without a rental fee. These groups are required to have a building attendant and pay any fees for the building attendant.

- Give Away the Space events are reviewed and must be approved by the Executive/Executive team.
- Priority is given to non-profit groups
- Most groups are only allowed to be considered for GATS once a year. Groups that exchange their services for use of UUCA's facilities may be considered for an ongoing gift of facility use. (Example: Happy Horns Chamber Group needs a monthly rehearsal space. In exchange for this they provide music during a UUCA' Worship Service.

- 4 **Rental Uses:** All requests for use of UUCA space that do not come under one of the above categories will be designated as rental users. All rentals will be coordinated through the Business Manager, advised by the Senior Minister, who will determine if the group is acceptable in terms of purpose, membership, etc. and whether the impact of the rental on UUCA space and the resulting wear is deemed worth the rental income.

- Renters must sign an **Application for Facility Use** and ensure these procedures are followed, comply with the current fee schedule and facility procedures, and must make a usage fee deposit (see below). Rental fees are due at the time of reservation for short-term rentals. For long-time rentals, the first month's rent is required two weeks prior to the event and each month's rent thereafter must be paid 10 business days prior to the event. A two week, (a minimum of 10 business days), notice to UUCA is required for cancellation. If a renter fails to give notice of cancellation a fee up to 50 % of the deposit may be imposed.
- The renter must pay a fee for hiring a Building Attendant/Sexton. The Building Attendant will be responsible for opening and closing the building, attending to the air conditioning/heating needs, and ensuring that policies and procedures, (including **UUCA's Child Safety Policies**), are observed. Any additional needs such as setup

of space or use of equipment must be approved by the Business Manager and may require additional fees.

- Supplies and equipment stored in classrooms are not for use, and if furniture is moved, it should be replaced and a room left as it was.
- UUCA supports the concept of sustainability and strongly encourages recycling. Bins are provided for plastic, glass, and aluminum are located in the kitchen.

#### **4. FACILITY USAGE REVIEW**

Facility usage by all new groups will be reviewed by the Executive Team after the first three months. If, at any time during the year, the Executive Team determines there are problems related to a particular group's use of UUCA space, permission to use the space may be rescinded.

#### **5. USAGE DEPOSIT**

A Usage Deposit will be required for rental groups. This deposit is fully refundable if the procedures listed above and included on the Application for Facility Use listed are followed, and if it is determined, after the group has left, that no damage has been done to the building or its contents. Should there be damage or failure to adhere to procedures, the Business Manager will make an evaluation of the damages or losses and a portion of the deposit which is representative of the damages or losses will be retained.

#### **6. USAGE OF UUCA FURNITURE AND EQUIPMENT**

UUCA has a limited amount equipment for use in the building such as Tables, Chairs, Lectern, Easels, Microphones, Pianos, VCR, DVD, Televisions, Slide Projector, Overhead Projector, Digital Projector, etc. These are available for use by making a reservation and completing a UUCA Furniture and Equipment Usage form. Priority will be given using the same guidelines for facility use reservations. Ministry of Space/Affiliated groups and Rental groups may be required to submit a deposit or fee for the use of some of these items.

#### **7. SUNDAY MORNING INFORMATION TABLES**

A limited number of Sunday Morning Information Tables are available in the Social Hall for use by making a reservation and completing a UUCA Sunday Information Table form at the website, [www.uuca.org](http://www.uuca.org) or forms are available in the UUCA Office. Priority will be given by following the same guidelines used for facility use reservations. Information that is time sensitive will be given priority over on-going information. Table and the location of the table will be assigned to each group by the Business Manager. The number of tables that will be used in the Social Hall on Sunday morning are limited to ensure safety, accessibility and to meet the guidelines. **(Note:** Also, a limited number of easels can be provided for authorized display materials. Posters and signs are not to be taped or attached to walls or window. Handwritten signs are not allowed. All signage should have a professional appearance.) Tables are for distributing information only. Conversations or brief discussions at the tables in the Social Hall should take place in-between or after the Sunday services to decrease any noise that might be disruptive during worship.

#### **8. PROCEDURE FOR REQUESTING CHILDCARE**

If childcare is needed for an event other than regularly scheduled Sunday morning and Wednesday evening childcare, the Event Planner must complete an online request as early as possible, indicating the date and time of the event. Once this is approved (the Event Planner may be asked to provide funding), all publicity should read: "childcare is available by online reservation at least one week in advance". The minimum number of childcare providers required is 2; the number and age of children determine if/how many additional providers are needed. If an event is canceled, please notify the Childcare Coordinator at [childcare@uuca.org](mailto:childcare@uuca.org), otherwise the Event Planner is responsible for compensating the providers