

Facility Use Rules and Procedures for UUCA

1. **All** groups/individuals, (including UUCA Adult RE classes and other programs), must file a written application for use of UUCA's facilities even if verbal has been received. In addition, groups with ongoing usage must file an updated Application for Facility Use form during August of each year and for summer use during May.
2. UUCA is a NO SMOKING building. Smoking is allowed only outside the building on the patios; cigarette butts must be disposed of in containers you provide.
3. In consideration of people with chemical sensitivities, UUCA prefers to have a fragrance free building.
4. No alcoholic beverages other than beer and wine are allowed on UUCA premises. Alcoholic beverages may not be sold in any manner in conflict with existing laws. A Non-UUCA group must have prior UUCA approval to serve ONLY wine or beer.
5. No materials may be attached to walls, windows, or outside doors. Easels are provided for authorized display.
6. Due to life threatening allergies, tree nuts and peanuts are not allowed in the building. Effective immediately no peanuts, peanut butter or tree nuts should be used in the entire UUCA facility for events. This is to help minimize the exposure in the building for those sensitive to nut allergens. However it needs to be understood that it is not possible to eliminate the risk. Therefore participants and parents of nut-allergen sensitive children are advised to use their own best judgment with regards to any special event, as to whether or not adequate precautions have been taken, and to not participate in the event if they have not.
7. Food and beverages are not permitted in the Sanctuary AT ANY TIME and UUCA groups must have prior approval BEFORE food or beverage can be served in the Chapel
8. Please observe Universal Precautions posted in the childcare areas.
9. A Building Attendant must be present for Non-UUCA scheduled events. UUCA shall have the authority to cancel a scheduled meeting at any time.
10. UUCA assumes no responsibility for personal or group property brought into the building.
11. You must leave the facility in the same condition in which it was originally found or better.
12. Each group shall be responsible for their conduct and have a designated leader as the responsible person.
13. **Unless approved in writing on the application**, use of UUCA's facilities does not imply endorsement or sponsorship of the event by the congregation. Therefore, publicity shall be designed in such a way that no suggestion of endorsement or sponsorship is implied.
14. Any group using the UUCA facility that has been given an access code to enter the building shall not give this information to anyone. Any person requiring the access code must personally contact the UUCA office to receive this information.
15. Prior to leaving the building, the leader (or building attendant for rental and some other groups) will ensure that:

- Windows are closed and locked.
 - Lights and air/heat units are turned off.
 - The floor has no visible trash or crumbs or spills.
 - No food is left in the refrigerator.
 - All garbage is bagged and deposited in the dumpster. UUCA supports the concept of sustainability and strongly encourages recycling. Bins are provided for plastic, glass, and aluminum are located in the kitchen.
 - Chairs and tables are returned to the original location (unless set-up/take down is arranged through the office).
 - All outside doors are locked securely. If other people remain in the building, notice should be given to that meeting's leader that responsibility to secure the building is being transferred to the group that remains.
16. No balloons can be released into the building or the grounds of UUCA. Any violation of this rule will result in the immediate removal of the group from UUCA property and building, and the imposing of a fee to be determined following the event by the Administrator.