

## **GUIDELINES FOR THE USE OF THE BUILDING OF THE UNITARIAN UNIVERSALIST CHURCH OF CATAWBA VALLEY**

### **Introduction:**

The facilities of the Unitarian Universalist Church of Catawba Valley are primarily for the use of the membership of the Church and for the outreach ministries of our church in the community. Our facilities are not available to "for profit" organizations.

The following guidelines have been compiled by the Building and Grounds Committee and approved by the Board of Trustees. The Board may alter these guidelines after consideration and review. The Building and Grounds Committee will present changes to the Board for approval when deemed appropriate.

### **Building Use Priorities:**

- Priority shall be given to Church programs in scheduling the use of the building. Church programs include general worship programs, Religious Education classes, committee meetings, music programs, and church sponsored events and activities.
- The second priority shall be for the private use of our facilities by members of the church.
- The third priority shall be given to outside groups not associated with the church. Each request will be evaluated on an individual basis to insure that the use is in keeping with the seven principles of the UUA.

### **Conditions and Restrictions:**

A statement accepting these conditions must be signed and provided to the Board of Trustees prior to any scheduled event.

1. Any non-church may be asked to reschedule in favor of a church event. The church will communicate its planned events to all non-church groups who have filled out the appropriate paperwork.
2. The building is not available for partisan political gatherings or any meeting that would conflict with the UUA principles.
3. The use of tobacco products is prohibited inside the building.
4. Any group younger than 21 years of age must have adequate adult supervision present while in the building. UUCCV will not be responsible for any accident. The users of the building will be liable for any damages that occur.
5. Each group, organization, or individual using the building shall be responsible for cleaning and securing all areas being used.
6. At the end of each event, tables and chairs shall be returned to their prior locations and all lights are to be turned off.
7. All outside doors shall be locked and the key returned to the Building & Grounds representative before leaving the premises, unless prior arrangements have been made.
8. In order to preserve the sanctity of the sanctuary and to maintain the cleanliness of the worship area (and to prevent the infestation of bugs), food and drink (except clear water) are prohibited in that room. Limited exceptions will be made for church-wide potluck meals and similar events.

## USE OF THE BUILDING BY UCCV MEMBERS

1. All scheduling of event dates shall be done through the Board of Trustees. Any dates not scheduled through the Board cannot be honored.
2. The user of the building is responsible for setting up for the event or program.
3. The user is responsible for returning all areas used to their original condition.
4. The piano is available upon the approval of the Director of Music. Any movement of the piano shall be made in the presence of a member of the Building and Grounds Committee or the Director of Music.
5. Persons wishing to use the kitchen should make that request when originally scheduling for the event. Persons using the kitchen shall be responsible for cleaning all equipment and the kitchen itself after use. Do not leave any dishes or food items. Remove everything from the church that was brought for the event. The church is not responsible for user's dishes, pots, and pans. Food must be removed; do not "store" the food at the church. If you have a large amount of leftover food, we suggest that you contact a soup kitchen or the Salvation Army Shelter.
6. You may use any plates, flatware, cups, mugs, etc, in the kitchen. You are responsible for assuring that all items are clean before leaving the building.
7. No items may be taken or borrowed from the kitchen.

At present (Summer 2017) the building is committed to groups at the following times:

Mondays	7:00pm- 8:30pm
Tuesdays	6:00pm-10:00pm
Wednesdays	4:30pm-5:30pm
First Wednesday of each month	5:30pm-7:30pm
Thursdays	7:00pm-8:30pm
Sundays	10:30am-12:30pm

These policies were approved by the UCCV Board of Trustees on June 4, 2017