

**Unitarian Universalist Congregation of Oxford**  
**Building Use Guidelines - Draft 6 (December 2006/January 2007)**

**The goal of UUCO's Building Use Guidelines is to provide a welcoming place for liberal religious worship, education, community activities, and fellowship that reflect 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 building 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 of energy. Building use guidelines are intended to protect personal safety of all who visit the building.**

**A. DISPLAY OF ANNOUNCEMENTS AND PROMOTIONS**

The building should promote the programs of the Unitarian Universalist Congregation of Oxford, the Mid-South District, and other Unitarian Universalist entities and interests. Posted advertisements for related events, projects, and programs are welcome. Posted advertisements for other events, projects and programs are welcome yet subject to the discretion of the building committee of the church. Authorized display materials including posters and signs should be neatly arranged, attached to a bulletin board when possible, or displayed on an easel. They should not be taped or attached to walls or windows or main entry doors.

**B. USE OF THE BUILDING FOR MEETINGS**

In order to assure maximum access and accountability for the care of the building, meeting space must be scheduled with the person designated as the building use coordinator. Requests will be honored in consideration of overall community needs, with priorities as listed.

**1. Establishing priorities in scheduling**

Top priority for any and all use of space at UUCO will be reserved for congregational functions, such as Sunday morning services, religious education classes, youth group and congregational meetings. Second priority is granted to functions organized and conducted by committees of UUCO or subgroups of UUCO and are primarily for UUCA\O members. Examples would include the Programming Committee or the UUCO women's group.

Third priority goes to other functions such as classes and programs presented by related groups such as PFLAG or AMOS, or rentals. Priorities will be exercised at the time of scheduling, whenever possible, to avoid preemption problems. Conflicts for use of space will be resolved by the building use coordinator in consultation with the UUCO board (or a building use committee).

**2. Different uses of the building**

These include:

Congregational use. Usage by the UUCO congregation, such as worship services, religious education classes, and official church functions that are organized and conducted by an appropriate committee of UUCO primarily for UUCO members.

Members, ongoing use. Members who would like to use the building on a regular schedule will reserve the building through the building use coordinator. In addition, the responsible member will be sure to see that the building is ready for the next event (e.g. moving of chairs). If the use involves charging others for a service, 5-10% of the charge should go to UUCO for building maintenance (e.g. for a dance class). If no fee is charged, participants should be asked for a donation to help cover building costs (e.g. for a meditation group). If the event involves children or youth, there must be adequate supervision and an appropriate ratio of adults to children.

Nonmembers, ongoing use. Uses of the building of UUCO that are determined to be consistent with the mission and values of UUCO, and determined to be safe for the participants and the building can be approved by the building coordinator in conversation with the UUCO board. Such uses would include classes (e.g. Tai Chi, yoga) and meetings of organizations such as PFLAG, AMOS or Sierra Club. Use of the building should be scheduled with the building coordinator. For profit-earning activities, a charge of 10-20% of fees earned will be collected by UUCO. For non-profit activities such as those of other religious groups, a utilities charge may be assessed, and a voluntary contribution to the UUCO Building Fund is appreciated. Each user, in conversation with the building coordinator, should leave the building clean and ready for the next group. A security deposit may be required for some activities. If the event involves children or youth, there must be adequate supervision, a minimum of two adults present and an appropriate ratio of adults to children.

Members, single use. A member who would like to use UU Hall for an event such as a birthday party or wedding ceremony is welcome to do so without charge. Scheduling for such an event should be done well in advance and the person reserving the building must make arrangements for the building to be cleaned shortly after the event. If the event involves children or youth, there must be adequate supervision and an appropriate ratio of adults to children.

Nonmember, single use. If a nonmember would like to use UU Hall for an event such as a wedding ceremony, there will be a rental fee and a security deposit of \$100. In addition, the person renting the building must make arrangements for cleaning immediately after the event. Rental fee will be on a per-day basis and will be determined by the building use committee. If the event involves children or youth, there must be adequate supervision and an appropriate ratio of adults to children. The renter is responsible for picking up and returning the key to the building use coordinator.

### **3. Reviewing the use of UUCO space**

Usage by all groups will be reviewed regularly. If, at any time during the church year, the building use coordinator, building use committee or Board determines there are problems related to a particular group's use of UUCO space, permission to use the space may be rescinded by the UUCO.

## **SPACE USAGE FORM CONDITIONS**

1. UUCO is a NO SMOKING building. Smoking is allowed only outside the building on the patios; cigarette butts must be disposed of safely and appropriately.
2. Out of consideration of people with chemical sensitivities, UUCO is a fragrance-free area.
3. Alcoholic beverages may be served responsibly and when appropriate to of-age adults.
4. Existing tables, bulletin boards and easels are the locations for authorized display of materials. No materials may be attached to walls, windows, or outside doors.
5. For single-use reservations, non-member renters are asked to pay a deposit of \$100 prior to use that will be fully refundable if use policies are followed, the building is left clean, and no damage is done to the building or its contents.
6. Events must be scheduled with the building use coordinator, and the coordinator must be notified of changes in meeting times or cancellations.
7. For activities involving children, groups must provide the appropriate ratio of adults to children.
8. The renter is responsible for picking up the key from the building coordinator or another designated person, and for returning it after use.
9. Prior to leaving the building, the leader (or building attendant for rental groups) will ensure that the follow conditions are met:
  - Windows are closed and locked.
  - Lights are turned off and thermostat is turned to 80 in summer, 55 in winter.
  - The floor is clean.
  - No food is left in the refrigerator.
  - All garbage is bagged and deposited in the appropriate receptacles. UUCO supports the concept of sustainability and appreciates recycling. Bins are provided for plastic, aluminum, steel, and paper.
  - Chairs and tables are returned to the original location unless the group using the facility has been told otherwise.
  - All outside doors are locked securely upon leaving.