

First Parish Brewster Unitarian Universalist Policy (Template)

Policy Title: Calendar

Policy Number: 6.1

Purpose: To describe the procedures for reserving rooms and spaces within the FPBUU buildings and grounds

Revisions: new

Board Review Date: May 16, 2019

Congregations' Review Period: Starting May 24, 2019

Effective Date: July 2019 – actual date unknown

POLICY STATEMENT

This policy establishes the procedures for reserving space within the FPBUU buildings and grounds.

PROCEDURES

1. The Administration and Finance Director will determine scheduling of events and will seek input from minister, if needed.
2. Scheduling of FPBUU business will be given priority over all other events/meetings.
3. FPBUU Committees can schedule events by contacting COVE and filling out reservation forms for both single and multiple event use. These reservation forms are available on the FPBUU website and can be submitted to COVE from there.
4. Committees must work with other committees to resolve conflicts that may arise regarding scheduling. Conflicts, such as scheduling similar events at the same time that might burden the time and resources of the congregation and interfere with regularly scheduled church business, may be resolved between the committees involved. If a resolution is not reached between the committees, the Administration and Finance Director may seek input from the minister, if needed. Because we are a large community with much going on, some overlap of offerings is to be expected and is not necessarily a conflict.
5. Non-FPBUU community groups can rent space. Non-FPBUU community events that need a space but do not have ability to pay the rental fee must be sponsored by a committee. Hiring the FPBUU sexton will be required and a sexton fee may be required.
6. The user of the space, except where the services of the sexton are used, is responsible for space preparation and clean-up following the opening/closing checklist to ensure the building is ready for the next use, as well as safe and secure.

GUIDELINES

1. All pledge drive events or any all-church events should be scheduled at least 6 months in advance.
2. We recommend that committees:
 - Avoid changing meeting dates
 - Host meetings on church grounds
 - Inform the office ASAP if there is a change and/or cancellation.
3. All ongoing room requests must be renewed annually with the COVE volunteers each June.
4. We recommend that committees not meet during Sunday services.

STANDARDS

Opening/Closing Checklist

- Non-members should request the code for the keypad before the event by calling the church office. Members may already have the code for all the buildings. If not, they should call COVE to be added to the list.
- Open the church building. Check doors, lights windows and appliances/sound systems, if needed.
- Put out extra seating, if needed.
- After the event, clean up the space and replace any furniture or equipment that has been moved.
- Return heating/air conditioning temperature to the previous levels, if they have been changed. Especially, turn off the gas heat stove in the Winslow House Tap Room.
- Turn out the lights and check that all doors are locked.

DEFINITIONS

No definitions are recommended at this time.