

First Parish Brewster Unitarian Universalist Policy

Policy Title: Use of Facilities

Policy Number: 6.4

Purpose: To establish procedures and guidelines for the use of FPBUU facilities, including equipment, buildings, and grounds.

Revisions: New

Board Review Date: 5/20/2021

Congregations' Review Period: 7/2/2021 – 8/1/2021

Effective Date: 8/1/2021

POLICY STATEMENT

This policy establishes procedures and guidelines for the use of First Parish Brewster Unitarian Universalist (FPBUU) facilities, including equipment, buildings, and grounds.

PROCEDURES

1. The Administration and Finance Director (AFD) is responsible for oversight of the property. Any non-FPBUU person or group wishing to use the facility shall contact the AFD for permission. See Calendar Policy for details of scheduling by FPBUU members and groups.
2. The use of church equipment (including but not limited to the organ, piano, sound system, audio-visual equipment, computers and other office equipment) by non-staff is not allowed unless permission of an appropriate staff person is obtained.
3. Anyone using FPBUU buildings must follow the opening/closing checklist found in the Calendar Policy.
4. The copy machine will only be used for church business.
5. Chairs shall not be placed in the aisles of the sanctuary during any service or event.

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GUIDELINES

Any group using the Winslow House parking lot should be aware that there is a maximum of six (6) spaces for cars plus one handicapped space in front of the Barn. Additional parking is available behind the Barn with stairs leading up to Winslow House.

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- Any use of the facility or grounds that may require structural or esthetic changes may be referred to the Building Maintenance Committee or the Landscaping and Grounds Committee by the AFD.
- The AFD will determine the appropriateness of any request for the use of church property by non-FPBUU groups for fundraising events. The AFD will check for schedule conflicts and provide current fee information.
- Requests to erect tenting on church property for special events will be reviewed by the AFD. Rules for usage shall be uniform and payment is required by non-FPBUU groups.
- Special events held in a tent erected on the Winslow House campus with an expected attendance of more than fifty persons must provide temporary sanitary facilities on the grounds. The sanitary facilities of Winslow House are not available for use at such events.