

Rules and Procedures for Use of UUCA's Facility

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 provided.
3. In consideration of people with chemical sensitivities, UUCA is a fragrance free area.
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, no food can be brought into a children's classrooms on Sunday or Wednesday during services or scheduled activities. (Nuts, including peanuts should never be served in any of the children's classrooms at any time). If food is served in one of the children's classrooms, please remove any trash to the kitchen garbage receptacle or the dumpster after your event. (Children's Classrooms include: Toddlers-Room 204, Nursery – Room 205, Children's Library Room 206, Elementary Children Rooms 207, 208, 211, 212, 101, 102, 103, 104)
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. Rental groups must pay a deposit prior to reservation that will be fully refundable if use policies are followed and no damage is done to the building or its contents.
Also, rental groups or groups that require a building attendant must pay the balance of any fees 5 business days prior to the scheduled event.
10. Events must be scheduled with the UUCA office, and the office must be notified of changes in meeting times or cancellations as soon as possible. In the event UUCA must cancel an event, every effort will be made to notify affected groups in a timely fashion.
11. A Building Attendant must be present for Non-UUCA scheduled events. UUCA shall have the authority to cancel a scheduled meeting at any time.
12. UUCA assumes no responsibility for personal or group property brought into the building by those using its facility.

13. Admission fees shall not be charged except with prior written approval at the time of application.
14. Each group must leave the facility in the same condition in which it was originally found or better.
15. Each group shall be responsible for their conduct and have a designated leader as the responsible person.
16. **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.
17. All groups with children, (anyone under 18 years of age), must be supervised at all times with the appropriate ratio of child/adult and a representative of the group must sign a copy of the UUCA's Safety Policy and ensure that these policies are followed.
18. UUCA groups that require a key to the building MAY NOT copy or DUPLICATE the key. After an event keys should be returned the next business day to the UUCA office. (Most UUCA groups DO NOT require a key to the building.)
19. 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
20. 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.