

UUCSC Facility use Policy

The scope of this policy is the use of UUCSC facilities for UUCSC events only.

Use of UUCSC Facilities will be consistent with UUA Principles, be consistent with the UUCSC Mission Statement, and comply with State and local law.

Each committee or group using a space is responsible for cleaning after each use, including emptying trash as necessary, replenishing toilet paper, soap, paper towels, etc. All areas should be left in the state in which they were found.

Keys are property of UUCSC. The keys are assigned to individuals, and each individual is responsible for their assigned key and is the only authorized user. An Event Sponsor can check out a key for access during a specific event. This key should be returned after the event. All keys must be returned upon request of UUCSC.

An Event Sponsor becomes the responsible party to ensure that health and safety standards are met during their event.

The heat is to be set to conserve energy when the building is vacant.

The sound system is only to be used by trained church members or by a professional company approved by the church.

No artwork or decorations are to be hung by tape, tacks, screws or nails to walls, ceilings, furniture, windows or equipment unless approved by the Facilities Committee.

If candles are to be used, they must have a protective covering underneath them, and all candles are to be extinguished.

No alcohol or drugs are permitted in the building.

No guns or firearms are permitted in the building except those carried by authorized law-enforcement officers.

Lilypads is a non-smoking building. Smoking is permitted away from the doors, and cigarette butts are to be disposed of properly, and not thrown on the ground.

January, 2009