

## **ARRANGING FOR SPACE**

### **Sponsored Groups**

Church groups are to gain approval for use of space from the programming staff they work with (e.g. Green Sanctuary goes through Faith in Action, Young Adult Group goes through Lifespan, etc.) Once the programming staff has approved use of space, the staff member contacts the Facility Coordinator to get the event on the calendar.

Group leaders then contact the Facility Coordinator to make arrangements. Groups are required to sign House Rules which detail how to be good stewards of the church building. Group leaders also inform the Facility Coordinator if any A/V equipment is needed. The week of the event, if necessary, group leaders (who must be church members) will get an access code for the church building and any applicable keys to classrooms, A/V equipment, etc.

### **Affiliated Groups**

Affiliated Groups must contact the Facility Coordinator directly to arrange for space. Groups are required to sign House Rules which detail how to be good stewards of the church building. Group leaders also inform the Facility Coordinator if any A/V equipment is needed. The week of the event, if necessary, group leaders (who must be church members) will get an access code for the church building and any applicable keys to classrooms, A/V equipment, etc.

The space is free if the group is in compliance with house rules; failure to agree to and comply with House Rules will result in the group being categorized as "Special Group."

### **Special Groups**

Special Groups must gain approval from the Senior Minister to use the space free of charge. They then contact the Facility Coordinator to arrange for space and to arrange for the presence of staff at their event. They must agree to and abide by all House Rules.

### **Rentals**

Rentals must contact the Facility Coordinator directly to arrange for space and to arrange for the presence of staff at their event. They must agree to and abide by all House Rules.

### **Non-Discrimination**

In keeping with Unitarian Universalist principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual preference, age or public assistance status.

### **Access Codes**

Keypad codes to gain access to the building will only be given to First Universalist Church members and only when the event is outside of normal office hours.