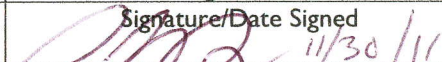


<b>Tennessee Valley Unitarian Universalist Church</b>	<b>Policy/Procedure: Backpack Inspections</b> Primary Author – Jerry Bone	<b>Document No: PP-004-00</b>  <b>Page 1 of 3</b>
Procedure Approved by: Rev. Chris Buice, Sr. Minister		Signature/Date Signed  11/30/11

#### A. Purpose of this Policy/Procedure

This policy restricts the movement of backpacks, cases or other large containers into or on TVUUC premises

#### B. Scope

This policy will be in force during any event which takes place on TVUUC property

#### C. Responsibility

The sexton on duty will be responsible for enforcing the terms of this policy. Ushers, greeters, safety team members—and other persons who are in a position to observe someone bringing a backpack, case or other large container into TVUUC or onto the grounds--may also assume this responsibility. If a sexton is present, final authority with respect to the enforcement of this policy resides with the sexton.

#### D. Policy Statement

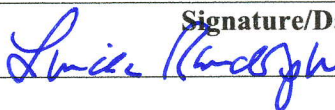
Any individual attempting to enter or proceed toward TVUUC facilities carrying a large or suspicious package, case or backpack will be challenged by the sexton or other responsible person.

**The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive;**

Yes ☒ No ☐ If "No", the Board retains authority to approve associated procedures.

Approved by: Linda Randolph, President

Signature/Date Signed

 11/30/11

#### A. Procedure

1. The person responsible for enforcing this policy will first politely ask the person carrying the proscribed item to leave the item in his/her vehicle.
2. If necessary, the person responsible will remind the individual that members of the church may become anxious when they see items such as backpacks conveyed into the church.
3. If the person carrying the proscribed item persists in attempting to enter the premises the responsible person will insist that the item's contents be inspected and that the item will proceed no further until the inspection is completed.

4. When the inspection has been completed the responsible person will cause the individual to be escorted to the coat room, where the item will be deposited.
5. Under no circumstances will any uninspected backpacks, cases or other large containers be stored in the coat room or anywhere else on TVUUC premises

#### **B. Exceptions**

1. Health-maintenance items
2. Instrument cases and other large cases are permitted in the sanctuary, IF they are part of a musical performance/practice or worship service

Note: Before permitting instrument cases and other large cases to be carried into the sanctuary, the sexton or other responsible person will check the Daily Events posting or confer with the Director of Music, Minister or other staff member in order to verify that the cases are part of the musical performance/practice or worship service.

If the sexton has any doubts about the case or the individual carrying the case, the sexton will politely ask the individual to open the case.

3. Instrument cases and other large cases are permitted in the building in rooms other than the sanctuary, IF they are for a musical group meeting/practice/event

Note: Before permitting instrument cases and other large cases to be carried into any room in the church, the sexton or other responsible person will check the Daily Events posting or event/church leader or staff to verify the meeting/practice/event.

If the sexton has any doubts about the case or the individual carrying the case the sexton will politely ask the individual to open the case.

4. CONS—Youth conferences

Backpacks, large packages, and other large cases are permitted in the building when there is a CON at TVUUC, and when TVUUC and area UU youth gather at TVUUC to leave for a CON held at another location. If the sexton has any doubts, he/she will verify the CON with the Youth Programs Coordinator, Director of Lifespan Religious Education or other staff member or church leader.

5. Diaper bags, or backpacks used as diaper bags

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The sexton or other responsible person may ask to inspect diaper bags or backpacks which may be used as diaper bags. Whether or not to inspect such backpacks or bags is left up to the discretion of the sexton or other responsible person. This rule is to be followed for any other case typically used to carry other items, such as but not restricted to, health maintenance items.

#### 6. Recognition and exceptions

Generally speaking, recognition of a well-known member, staff member or frequent visitor will be reason enough to make exceptions regarding the execution of procedures described above. The sexton is normally given final authority to make these exceptions. If the sexton is not present, the authority falls to the person or persons first encountering the person attempting to carry a backpack, case or large container on TVUUC property or attempting to enter the TVUUC building.

#### C. Circumstances not covered by this policy/procedure

1. Any circumstance not clearly addressed by this policy/procedure, when it is encountered by the sexton or other responsible person, will be addressed by the sexton or other responsible person in a manner which best assures the safety of TVUUC's members, friends and visitors