

Tennessee Valley Unitarian Universalist Church	Policy/Procedure: Facilities Usage Policy	Document No: PP-010-00 Page 1 of 2
Approved by: TVUUC Board		Date 9-21-14

A. Purpose of this Policy/Procedure

The purpose of this policy is to define institutional responsibilities and criteria for approving facility usage requests.

B. Scope

This policy applies to all persons or church entities that are approached by church or outside parties wishing to use space at TVUUC.

C. Responsibility

It is the responsibility of the Director of Administration (DOA) to ensure compliance with this policy. However, the Board of Directors and Program Council also have secondary responsibility for making sure that this policy is implemented correctly.

D. Policy Statement

There are three different ways in which facility usage may be obtained:

1. Rentals
2. Ongoing or time-limited programs, meetings or events approved by the Program Council, Director of Music, or Director of Lifespan Education
3. Short term social action project events, pastoral or ministerial events approved by the Executive Team.

E. Rentals: All requests for space rentals should be directed initially to the church Administrative office. If the request is routine, the DOA need not consult with other church entities or staff. A request that is not routine is one that:

1. May present conflict with UU values or the TVUUC Mission
2. May cause significant impact upon existing church space utilization or church activities.
3. Involves an organization that is requesting special consideration with regard to rental fees.

If the DOA determines that the request is not routine, then the she/he should consult with the Program Council leadership or appropriate staff member to make a final determination. In the case of activities or events that might cause a major impact upon the church, then approval of the Board of Directors should be obtained.

F. Program Council Approval: A proposal for a program or time-limited event associated with an existing program activity or which will further the TVUUC Mission (e.g. a new Program) should usually be directed to a member of the Program Council. Approval should be conditioned by the following criteria:

1. The event or program will further existing TVUUC programs or the church Mission;
2. The event or program can be scheduled on the master calendar;
3. The event or program can be supported by TVUUC services (sexton coverage, etc.);
4. There is sufficient volunteer help available to meet the program or event needs.

G. Acceptance or rejection of any proposal should be made in a timely manner with explanation for any rejections.

For further details, please consult with the policy entitled *Program Development and Approval Policy*.

<p>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;</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If "No", the Board retains authority to approve associated procedures.</p>	
<p>Approved by: TVUUC Board</p>	<p>Date Approved 9-21-14</p>