

# **First Unitarian Universalist Congregation of Ann Arbor, MI**

## **Buildings and Grounds Policy**

Last Updated: March 17, 2014

The Senior Minister is primarily responsible for ensuring these policies are implemented with support from the Executive Director.

The First Unitarian Universalist Congregation of Ann Arbor (UUAA) provides space to its members for official Congregation activities, including worship, spiritual growth and development classes, committee meetings, fundraising events, and other activities of the congregation. Event or meeting space can be reserved for single-event or long-term use. The Sanctuary, Social Hall, Jackson Chapel, Fahs Chapel and various classrooms are available for member use. Additionally, space is rented to the general public.

Between September and June, facilities are generally available for use Sunday - Thursday, 9:00am – 9:00pm and 9:00am - 5:00pm on Friday and Saturday.

Facilities are available for member use throughout the year with the exception of these dates when the building will be closed: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving (plus the evening before and the day after Thanksgiving), and Christmas Day.

### **Reserving a Room:**

Lay and staff leaders of recognized congregational groups can reserve rooms on a first come, first served basis. Rooms can be reserved for a single event or ongoing activities, such as committee meetings. However, ongoing room reservations can only be made for the duration of the current program year (September-July).

Members should use the online Congregational Event Room Reservation Form when making a room reservation request. To avoid double-booking and ensure staff coverage of the building, every attempt is made to document any room reservation and/or change to a current reservation.

The Building Attendant reviews the schedule and ascertains room availability, staff coverage for set-up, supervision and clean-up before confirming meeting or meeting changes with a member, who then becomes the Responsible Party. Once confirmed, all congregational activities and events are posted on the UUAA website using Google calendar.

Unforeseen scheduling conflicts may result in your group being assigned to another room. On rare occasions, your event may be cancelled due to other events.

Members are asked to use common sense and good stewardship when using congregation facilities. Please adhere to the following policies to help maintain our building and grounds in good order.

### **Alcohol:**

Recognized UUAA groups may serve wine, champagne or beer at congregational events. Hard liquor is not allowed. However, when wine, champagne or beer is served in conjunction with a congregational event, equally attractive and equally accessible non-alcoholic options must be

made available. Additionally, wine, champagne or beer should not be served at events where children are actively present. It is the responsibility of all recognized groups serving alcoholic drinks to ensure that individuals under the age of 21 are not served alcohol and any leftover alcohol is not stored inside the church.

Renters may serve wine, champagne, or beer in accordance with the terms of the rental agreement. Hard liquor is not allowed. It is the responsibility of all groups serving alcoholic drinks to ensure that individuals under the age of 21 are not served alcohol. An additional deposit of 50% of the room use fee shall be collected at the time the contract is completed if alcoholic beverages are to be served. It is further acknowledged that UUAA is not responsible for the actions of anyone served alcoholic beverages by the signers of this agreement.

### **Animals and Pets:**

Pets and their owners are welcome to visit the congregation's property provided that:

1. The owner must maintain control of their dog or other pets for the duration of the visit.
2. Pet owners are responsible for removing their pets' detritus from the property.
3. Pet owners must make every effort to make their visit as unobtrusive to the environs and other visitors to 4001 Ann Arbor-Saline Rd.
4. Horses are allowed by special permission from the Executive Director only.

### **Accessibility:**

Accessible parking is located in both north and east parking lots. Both building entranceways have accessible, electronic doors. An elevator is available for movement between floors.

### **Audio-Visual Equipment and Productions:**

Audio-visual equipment, including televisions and DVD players, laptop projector, movie screen, various flipcharts and stands can be checked out from the Building Attendant or Church Office. All checked out items must be returned at the conclusion of your event or meeting.

Audio services for events held in the Sanctuary must be coordinated by a trained technician. Included in this policy are use of the podium, choir, wireless handheld and lapel microphones, sound mates, and audio recording of the event on cassette tape. Training for use of the equipment will be provided by the Audio Committee. The Building Attendant can provide the name of the current Audio Committee Chairperson to those interested in utilizing the audio system.

Anyone wishing to show any film on UUAA premises that is protected under the US Federal Copyright Act, must submit the appropriate license and/or written permission with their Congregational Event Room Request Form or Facilities Rental Application. Audio-visual equipment will not be made available to anyone without the appropriate license and/or written permission.

### **Building Attendant:**

A staff member must be present to act as Building Attendant when the building is in use. For purposes of enhancing the hospitality and security of members and visitors to the building, a Building Attendant is typically on duty during posted evening and weekend hours. On some days, the Custodian may act as the Building Attendant.

The Building Attendant conducts a walk-through security check approximately 30 minutes prior to closing. Members or visitors in the building will be reminded to wrap up any activities and exit the building prior to lock-up.

### **Bulletin and Chalk Boards, Literature Rack:**

The glass encased bulletin boards in the front entranceway of the main building are reserved for staff use only. The literature rack by the main door is set aside for official Unitarian Universalist literature, recent sermons, and other official congregational material approved by staff.

The large, permanent bulletin boards, located outside the Social Hall, are for official congregational activities only. This includes Board of Trustee information, policy notification, spiritual growth and development and social justice activities, etc. Congregational groups wishing to display or post information on one of these boards should contact the Welcome Ministry Coordinator.

Bulletin boards in the Religious Education Wing are for Spiritual Growth and Development use only. Bulletin boards in the classrooms are intended for use by the Spiritual Growth and Development classes using those rooms. All classrooms have white boards which should be wiped clean after use.

The portable “Community Exchange Bulletin Boards” found in the Social Hall are designed for congregants to exchange information about community projects in which they are involved and share news of fellow congregants. All postings for the Community Exchange Bulletin Board must be submitted to the Church Office. Posted material will be dated and posted for a maximum of two weeks.

Table displays during the Social Hour are reserved for recognized congregational groups. The Welcome Ministry Coordinator approves all display table reservations. A committee or task force may reserve a space in the Social Hall through by contacting the Welcome Ministry Coordinator.

### **Clean-Up:**

Basic set-up and removal of tables and chairs should be done by staff only. Furnishings should not be moved from one room to another. Do not drag any items across the floor nor wear shoes that can leave marks on the floor.

All facility users are responsible for the following:

- Set-up and removal of decorations and table settings;
- Picking up any food that falls on chairs, floor and/or meeting tables, and wiping up any liquid that spills on chairs, floor and/or meeting tables;
- Removal of all table trash and left-over food and proper disposal in the waste baskets.
- When leaving room, close all opened windows and exterior doors, if they have been opened, and turn off all lights.

### **Decorations:**

The use of tape, tacks, nails, glue, or rubber cement on surfaces such as walls, windows, or woodwork is not permitted and items adhered by these methods will be immediately removed. It is also not permissible to remove any wall hanging from any room in the building, nor the table, chairs and pulpit on the stage in the Sanctuary without prior agreement from the Church Office.

The Church Office should be notified if removal of furniture from the stage or rearrangement of chairs in the Sanctuary is necessary.

**Disruptive Behavior:**

UUAA is committed to freedom of religious expression. We promote and affirm the free and responsible search for truth and meaning, guided by reason and conscience. We encourage the open exchange of ideas, opinions and perspectives. We value and assert the right of free inquiry and our right to listen to a variety of viewpoints on political, religious, social, cultural and other issues.

We consider and respect minority positions while practicing the democratic process in human relations. It is imperative that members of this congregation and our guests have the freedom to safely express their ideas and beliefs and to hear the views and beliefs of others. To this end, our congregation will maintain a secure atmosphere where freedom of expression can exist. Any action that creates concern for the physical safety of those in attendance or prevents an authorized speaker from freely expressing his or her views at any Congregation-sponsored activity is considered disruptive behavior. Disruptive behavior includes actions that interfere with Congregation or Congregation-sponsored activities.

It is the responsibility of those who convene any congregational activity to address disruptive behavior immediately. When a speaker at the podium or other authorized speaker is prevented from freely expressing his or her views or beliefs or if any person's physical well-being is threatened during a congregational activity, the source of the disruptive behavior will be addressed.

One of the ministers, if present, and/or the leader or designated representative of the congregational group involved will respond as follows:

1. Will inform the person behaving in a disruptive manner that the behavior is unacceptable and ask him or her to desist.
2. If the disruptive behavior continues, ask the individual to leave the premises.
3. If the person does not leave, escort him or her from the building without touching.
4. If the person refuses to be escorted from the building, contact the Washtenaw County Sheriff (911).

Whenever one of these actions is undertaken without a minister being present, the leader or convener of the group will notify the Senior Minister or Executive Director as soon as feasible.

**Emergencies:**

Any of following situations may be deemed as an emergency – active shooter on the premises, bomb threat, earthquake, harassing or threatening telephone call, fire, injury or medical problem, power outage, severe weather or the presence of a threatening person. During an emergency, one or more designated persons will serve as a “Building Emergency Coordinator” with primary responsibility for communication and implementation of the emergency procedures.

Here is the regular schedule for who performs the role of Building Emergency Coordinator:

Monday-Thursday, 9am-5pm	Executive Director or Office Administrator
Monday-Thursday, 5-9pm	On-Duty Building Attendant or Custodian
Saturday, 9am-5pm	On-Duty Building Attendant or Custodian

See “Emergency Procedures, Mondays-Sundays” for basic guidelines to be followed for specific types of emergency. Plan to follow the directives of the Building Emergency Coordinator in the event of an emergency.

**Entrances:**

There is one main entrance on the north side of the facilities leading into the Main Building and one entrance on the east side leading into the ground floor of the Religious Education Building. Members and visitors should use the north entranceway to enter and exit the building on weekdays and Saturdays. For safety and security purposes, the east entrance remains locked during the week and is open on Sundays.

**Fire Safety:**

It is our wish to do everything in our power to protect our building and its occupants from fire. Because of the importance of this policy, details and procedures are detailed below:

1. Smoking shall be prohibited within any and all buildings. Those using approved smoking areas outside buildings must be responsible for the safe disposal of matches and smoking materials.
2. The use of candles and open flames shall be discouraged except in tightly controlled circumstances, under adult supervision, with all materials being extinguished when finished. No matches or fire lighting devices should be left in any room.
3. All temporary heating devices, such as space heaters must be equipped with approved safety shut-off devices.
4. Cooking shall be limited to the kitchen area only. Personal items used for food preparation, such as coffeemakers and hot plates, shall be prohibited, unless equipped with approved safety shut-off devices or timers.
5. Fire escape routes are posted in each room. These routes and traffic lanes shall remain open and unimpeded.
6. Fire extinguishers are located immediately outside the Church Office, in the Religious Education Kitchenette, near the outside entrance to the Religious Education Wing, and immediately outside the main Sanctuary doors.
7. In the event of a fire:
  - a. Life safety is the primary consideration.
  - b. Evacuate those in immediate danger through the nearest exit.
  - c. Notify the rest of the building.
  - d. Notify 911.
  - e. If the fire is small, and personnel involved feel confident, make an attempt to extinguish, if it can be done without risk to personnel. If not make every effort to contain the fire, by closing fire doors and windows.
8. Outdoor fires, such as those used in seasonal rituals or camping, must first be approved by the Saline Fire Department and the Executive Director. Failure to notify will make the user responsible for any fines imposed by the fire department. Proper extinguishing agents must be readily available. Fireworks, legal or otherwise, are not allowed on the grounds of 4001 Ann Arbor-Saline Road.

**Firearms:**

At all times carrying guns and other explosives, even those locked in your car, on any property owned or controlled by the congregation are prohibited. This policy applies to any individual present on the congregation's property, including staff, employees, members, guests and visitors regardless of whether such person has a concealed weapons permit. This policy provides for the following exceptions:

- a) State, Federal and Local enforcement personnel;
- b) Military personnel who are authorized to carry weapons in the performance of their duties.

**Food and Drink:**

Food and drink are permitted everywhere in the building except in the Sanctuary. Food and drink are not permitted in the Sanctuary, except as part of a religious service or seasonal ritual. It is the responsibility of Facility users to pick up any food that falls on the floor, wipe up any liquid that spills on the floor and place all table trash and left-over food in provided waste baskets.

**Inclement and Severe Weather:**

It is our intention that Sunday services always be held as scheduled. Unless specific information to the contrary is posted on the congregation's website ([www.uuaa.org](http://www.uuaa.org)), please assume that you will be warmly welcomed each Sunday morning. We urge you to exercise caution and to put safety first in determining whether to travel to UUA.

For other days of the week, where current or anticipated extreme weather conditions will make travel to and from our facilities unsafe, the building may be closed and all scheduled activities cancelled or postponed. The decision to close the facilities will be made by the Senior Minister or his/her designee, and a notice of the closure posted on the homepage of the congregation's website. The on-duty Building Attendant will call lay leaders of recognized congregational groups and rental contacts to inform them of any building closing.

When severe weather occurs in the immediate area while the facilities are occupied, the on-duty building attendant will monitor National Weather Service alerts and provide updates to occupants. If recommended or warranted by National Weather Service alerts, occupants will be asked to move to a safe area of the building for the duration of the alert.

**Kitchen Use:**

There are two kitchenettes located in the building that are available for use. Congregational groups reserving space should indicate their desire to use one or both kitchens on the Congregational Event Room Reservation Form. Kitchen users must adhere to the following health, sanitation and safety rules –

- Clean countertops, tables and food preparation areas when you are finished.
- Label, date and put away any items you wish to keep. Unlabeled food, including drinks and food condiments should be thrown away.
- Recycle or throw away any containers, peelings, wrappers or other garbage.
- Wash all dishes, tableware, pots, pans and appliances used.
- Clean up all grease spills. Do not cook on the stove if one or more burners are dirty.
- Never leave stove burners unattended. Do not leave oven unattended for more than 10 minutes.

UUAA possesses a limited number of coffee makers/urns, dishes, flatware, cups, pots, pans, utensils, tableware, table linens and flower vases, which are available for use by recognized groups of the congregation. Most of these items are stored in the kitchen area next to the Social Hall. It is the responsibility of the group that is using the kitchen to obtain the needed items and return them to storage after use. Any used linens should be laundered and returned in a timely manner for others to use.

Cookware, along with all tableware and linens, are not available for use by individuals and groups renting the facilities.

**Lost and Stolen Property:**

The Church Office maintains a temporary lost and found box near the office of the Welcome Ministry Coordinator. Found items turned into the Church Office will be kept for 30 days and then discarded or donated. UUAA is not responsible for any lost or stolen property.

**Maintenance:**

Any custodial or maintenance issues found on the building and grounds should be reported to [maintenance@uuaa.org](mailto:maintenance@uuaa.org).

**Parking:**

There are approximately 250 marked parking spaces in the north and east side of the UUAA's buildings. This is generally enough to accommodate normal building capacity. Members and guests are asked to only use one of the marked spaces when parking. Do not park along sidewalks or along the driveway, keeping this area clear for emergency vehicles.

**Playground:**

To ensure the safe and enjoyable use of playground facilities, please follow these guidelines:

- Adult supervision of children 12 and under is required.
- Use all play equipment safely.
- Keep playground gates closed.
- Animals, including pets must be kept outside playground area and away from playground gates.
- Put away toys when not in use.
- Wear shoes at all times.

**Political Activity:**

Organized, partisan political activities are not allowed on congregational property. A partisan political activity is one that formally supports or opposes the candidates and activities of a registered political party. It is not the intent of this policy to otherwise restrict discussion of partisan politics, nor individual expression of partisan politics, as represented through bumper stickers, campaign buttons or casual conversation.

**Supervision of Children:**

We cherish and welcome children to our facilities, but ask that any child not participating in Congregational-sponsored childcare or spiritual growth and development be supervised at all times by a parent or guardian. For purposes of child safety and security, children are not allowed to roam freely through the building.

**Telephones:**

Telephones available for local calls are located in the following rooms – Harper Room (extension 146), Social Hall Kitchenette (extension 132), RE Wing Kitchenette (extension 143), Redman Room (extensions 117, 129).

**Temperature Control and Thermostats:**

The congregation's commitment to the environment and proper stewardship of its resources is reflected in the temperature settings for rooms being used. The state of the art heating and cooling system is controlled from the Church Office and is only activated for areas of the building that have been formally scheduled for use. Room settings are set to approximately 73 degrees during warm weather months and 67 degrees during cold weather months. Doors and/or windows should not be opened when the heating or cooling system is on.

Building users should report any problems related to the heating or cooling of any area of the building to the on-duty Custodian, Building Attendant or the Church Office.

**Wireless:**

The facilities have internet wireless access available for members and guests.

These policies are subject to change without notice by the Senior Minister or Executive Director.

Edit and changes:

- Alcohol policy enhanced, July 17, 2008.
- Building attendant section added, October 15, 2008.
- Lost and found location changed, October 15, 2008.
- Building hours changed, January 4, 2011.
- Inclement weather section enhanced, January 4, 2011.
- Emergency directions and information added, July 17, 2012.
- The word “handicap” replaced with the word “assessable”.