

Facilities Use Guide

The congregation of the Unitarian Universalist Society (UUS) welcomes the use of our facilities by all whose activities are compatible with the goals and principles of Unitarian Universalism and the vision and mission of our congregation (see page 13). Our policies and guidelines are intended to affirm our commitment to radical hospitality, ensure accountability, and enlist the cooperation and responsibility of all who wish to use our facilities.

This guide is meant to provide general information about our space and the responsibilities and restrictions that accompany its use. It is not comprehensive—additional guidelines or rules may be defined by the UUS Board of Trustees, our Minister, or our Administrator. Questions and facilities use requests should be directed to the Facilities Coordinator (facilities.coordinator@uusic.org) or UUS Administrator (admin@uusic.org).

How to Request Use of the UUS Facility

- Contact the Facilities Coordinator or UUS Administrator to determine availability for your event.
- Read the guidelines and restrictions in this Facilities Use Guide.
- The Facilities Coordinator or UUS Administrator will determine the appropriate usage fees for your requested use and will prepare a Facilities Use Agreement (rental agreement).
- Receipt of your signed agreement and a damage/security deposit secures your reservation.

Using Our Facilities & Grounds

- Any person or group whose activities are compatible with the goals and principles of Unitarian Universalism and the vision and mission of our congregation are welcome to use our space. However, the congregation's programming needs will have priority for use of facilities.
- A responsible party, over the age of 18, must agree to and sign the Facilities Use Agreement. This person will act as the primary contact, will attend the requested facilities use, and will ensure all guidelines, terms, and conditions are followed. If the responsible party cannot be present during the requested use, they will appoint a named designee, also over 18, to be on-site and act in their stead.
- UUS does charge usage fees to offset the costs of facilities acquisition, utilities, maintenance, staffing, and general wear and tear. Congregational programming does not incur any fees, and nonprofit or social justice organizations may receive reduced rates. UUS voting members (those who have donated to the operating budget in the last year), may also use the facilities for free for certain Rites of Passage, and at a reduced rate for other personal events. The Facilities Coordinator or UUS Administrator can provide more information.
- A damage/security deposit is required for non-congregational usage and must be paid in order to confirm a reservation. This deposit is in addition to the usage fees, and

will be used in the event a group fails to meet its responsibilities for security and cleanup.

- Custodial services are not included in most usage fees for use of the building. All set-up and clean-up must be completed by the user within the hours specified by the agreement. A Set-Up and Cleaning Package is required for Saturday rentals, and it is required for Full and Reception-Only wedding packages. Custodial services may be added to other usage agreements for an additional fee, depending on availability of facilities/custodial staff.
- Ongoing, regularly scheduled use by non-congregation groups of any portion of the building must be confirmed in a written contract. A damage/security deposit appropriate for the use will be negotiated and paid. If the deposit is needed to recover the facilities from damage or a security breach, another deposit must be paid. A second loss of deposit may result in cancellation of all future scheduled uses.
- Daily or weekly ongoing non-congregational facilities use requests must be approved by the UUS Board of Trustees.
- Approval for use of the congregation's facilities on one occasion does not guarantee approval for use in the future. UUS reserves the right to refuse use or cancel any already scheduled facilities use should the agreement be violated or if the use is determined to conflict with UUS programs and ministries.
- A Release of Liability Form is included on the Facilities Use Agreement. Signing of this form affirms the acceptance of the provisions of that release. No non-congregational person or group may occupy the congregation facilities without signing the release.
- A Facilities Use Agreement may be canceled up to 30 days prior to the event without penalty. Cancellations less than 30 days prior to the event may result in forfeiture of the total Use Fee and deposit. The UUS reserves the right to cancel any Facilities Use Agreement should the agreement be violated or if the use is determined to conflict with UUS programs and ministries.
- There is a more stringent cancellation policy for weddings. See the Wedding Guide for details.

General Guidelines

- **Sponsorship:** A non-congregational group using our facility shall not use the UUS name or logo in any way other than to advertise the location of the event, unless congregational sponsorship is acquired from the Board of Trustees. (Nonprofits receiving a discounted rate may be assumed to have permission to list UUS as a sponsor.)
- **Political Campaign Involvement and UUS**
As a nonprofit, the UUS is prohibited from participating or intervening in political campaign activity or we risk losing our tax status with the IRS. In order to stay on the right side of the law, we, along with many nonprofits, are extra cautious when it comes to election seasons. This means that we will not host any current political candidates (even if they are coming for non-political reasons), we will not promote candidate-

specific events or campaign details, and we will not allow campaign volunteers or staff to table or promote their campaigns at UUS events (including during social hour).

- **Hours:** Because of the heavy use of the facilities and grounds, and the priority given to UUS programs and ministries, it is important that the hours for use stated in the Facilities Use Agreement be carefully followed. All aspects of use, including cleanup, must occur before the end time specified in the agreement. Any additional time spent in the facilities may be rounded up to the nearest hour, and that usage fee will be deducted from the damage/security deposit or billed to the responsible party if in excess of the deposit. Until the additional fees are paid, the responsible party will not be allowed to reserve the UUS facilities in the future.
- **Spaces:** All participants, including children, are confined to the areas of the facilities reserved in the Facilities Use Agreement. Common spaces, including the atrium/gathering space and main restrooms, may be used as a matter of course. Children in common areas must be supervised. Any areas used outside of those specified in the agreement will be added to the agreement at the rates specified in the Facilities Use Guide, and those rates will be deducted from the damage/security deposit or billed to the responsible party if in excess of the deposit. Unauthorized use of a unreserved area may be billed at twice the typical usage rate.
 - There will be instances when the facilities will be in use by more than one user or group. Respect should be paid to all when considering noise levels, movement in and use of common areas, and in all other aspects of shared use.
 - The grounds may be used as a matter of course unless otherwise stated by the Facilities Coordinator or UUS Administrator, subject to the guidelines specified in the UUS grounds section below. Any rehabilitation needed to correct damage done to the grounds will be paid for from the damage/security deposit or billed to the responsible party if the amount exceeds the damage/security deposit.
- **Supervision of Children:**
 - If children will be present at a facilities use, it must be noted on the Usage Agreement in advance. A dedicated childcare space may be added to the Usage Agreement for an additional fee. Children must be supervised at all times.
 - If any space, including the Religious Education wing, the atrium, or the grounds, is used as a childcare space in addition to the main usage area, at least two supervisors over the age of 16 must be present at all times. (More supervisors may be required if more than 10 children are expected.)
 - UUS has a special collection of toys and games set aside for outside use and can be requested from the Facilities Coordinator. Use of any UUS toys, games, or supplies outside of the special collection is prohibited.
 - If, at the end of the use, it is apparent that children were left unsupervised (or under-supervised), accessed prohibited areas, used toys or supplies without permission, or left an excessive mess, the entirety of the damage/security deposit may be withheld and additional damages may be billed to the responsible party.

- **Smoking:** There is a designated smoking area with a cigarette waste container in the parking lot. Tobacco use of any kind, including smoking/vaping, is not allowed in the facilities under any circumstances, and smoking/vaping outside the facilities must occur within 20 feet of the designated smoking area and not elsewhere on the grounds.
- **Alcohol and Drugs:** If alcoholic beverages are served, an Alcohol Policy Agreement must be signed. Illegal drugs are prohibited.
- **Firearms and Weapons:** Firearms and weapons are prohibited on UUS grounds and in UUS facilities.
- **Damage/Security Deposit:** This deposit is in addition to the usage fees and must be paid in order to confirm a reservation. The deposit will be used in the event a group fails to meet its responsibilities for security and cleanup. The deposit amount depends on the type of event held and how much of the space(s) in the building is being used for the event. The Facilities Coordinator or UUS Administrator will determine whether your use is very light (\$50 deposit), light (\$100 deposit), or heavy (\$200 deposit). In addition, there are many reasons why a deposit will be withheld, but these will automatically result in loss of a deposit:
 - Use of glitter or metallic confetti
 - Unsupervised children
 - Use of rooms not reserved
 - Food or beverages found in the Sanctuary
 - Excessive messiness at end of event
 - Not leaving the building as scheduled
- **Early Access to Facilities:** The Facilities Coordinator will arrange one meeting ahead of the use to go over the spaces that will be used, provide training on audiovisual and kitchen equipment as necessary, help locate cleaning supplies, discuss checkout instructions, etc. The responsible party may request additional meetings or tours for a fee of \$20 per visit. Drop-in, unsupervised visits to the facilities may be attempted during open office hours (check online for current hours) but the responsible party must check in with a staff person to ensure they will not interrupt any scheduled events in the space.
- **Keys/Keycards:** The responsible party may be assigned a key or keycard when necessary for access to the facilities. Keys may not be lent to any other person involved in the requested use aside from a named designee appointed in the Facilities Use Agreement. The facilities must be locked after use, and keys and keycards must be returned to the Facilities Coordinator or UUS Administrator within 5 business days of the requested use unless agreed upon otherwise. If a key/keycard is not returned, keycard/lock replacement will be paid for out of the damage/security deposit or billed to the responsible party if in excess of the deposit.
- **Parking:** Parking is restricted to areas designated for that purpose. Please do not park or drive on the grounds. See details in the Parking section on page 8.

- **AV Use:** Use of the audiovisual equipment, including screens, microphones, cameras, and computers, must be requested in the Facilities Use Agreement. Training on equipment use may be required and will be provided by the Facilities Coordinator, UUS Administrator or a UUS audiovisual volunteer. See details below.
- **Storage:** Responsible parties must secure permission from the Facilities Coordinator or UUS Administrator before storing any items or food on UUS property. The UUS is not responsible for any items of property that may be left on the premises.

Decorations, Set-up/Tear-down, and Cleaning Guidelines

- All groups are responsible for the general welfare and security of the facilities. Please use the facilities with care and respect.
- Nothing may be attached to the walls or windows without permission. The Facilities Coordinator may have recommendations for how to hang decorations safely without damaging surfaces. Be particularly careful of any artwork that may be displayed in classrooms. No removal or rearrangement of art objects is permitted.
- The use of glitter or confetti is prohibited (including glitter-filled balloons).
- All spaces used must be returned to their original condition unless instructed differently (this includes removing trash to the outside dumpster, cleaning all kitchen equipment, returning chairs and AV equipment to their original locations, sweeping and/or mopping floors, etc).
- Full wastebaskets must be emptied and placed in the dumpster located outside the kitchen door to the north of the building.
- Recycling is strongly encouraged.
- To prevent damage from candle wax, candles must have protection placed underneath them while lit.
- All materials brought into the facility must be removed, including flowers, decorations, food, beverages, printed materials, even if materials may be of use to the congregation, unless special permission to leave materials is obtained from the Facilities Coordinator or UUS Administrator.
- Any damage to the facilities, grounds, or UUS property will be paid for from the damage/security deposit, or billed to the responsible party should the amount exceed the deposit.
- If, in the opinion of the Facilities Coordinator or UUS Administrator, the facilities or grounds is left in a condition which requires extra custodial services, the additional custodial hours needed to return the facilities to original condition will be paid for from the damage/security deposit, or billed to the responsible party should the amount exceed the deposit.
- A cleaning package (\$250) may be available for purchase for your event, depending on whether UUS facilities staff are available. The cleaning package includes table set up, tear down, and basic clean up after your event (see details below). Use of the UUS

dishes, silverware, and serving pieces may also be used for a \$100 fee. Even when a cleaning package is purchased, responsible parties should still plan to cook carefully to avoid large messes, wipe up spills as they occur, etc.

Set-Up and Cleaning Package

- You are responsible for all cleanup after your event, including resetting the space to its original setup and condition. A basic cleaning package may be added for an additional fee of \$250.
 - A cleaning package is required for all Saturday evening events and may be required on other days for events considered “heavy use.” (Contact the Facilities Coordinator for more information.)
- The package includes setting up tables and chairs as requested (a floor plan will be provided for you to mark configurations) and resetting afterward to ensure the space is back to its original condition. It also includes a final wipe down of surfaces and floors and emptying garbage and recycling cans.
- The cleaning package does NOT replace a party’s responsibility to clean up after themselves. Users are still responsible for dishwashing, table busing, cleaning floor spills and sweeping obvious debris, cleaning stains or food from the stove or kitchen appliances, decoration or supply cleanup, collecting trash, and all other cleanup to ensure that the space is empty and ready for a final cleaning. Contact the Facilities Coordinator if you have questions about your responsibilities when adding a cleaning package.
 - UUS facilities workers may be hired to handle dishwashing for an additional fee of \$100, and tablecloth cleaning for an additional fee of \$25 plus \$1 per tablecloth—see the Kitchen Guidelines on page 11 for details.

Audiovisual Equipment and Digital Technology

- The Wi-Fi is UUS_PUBLIC (no password required).
- The integrated sound system is controlled by the tower in the A/V room off the Sanctuary. The main power switch in the top left corner activates the row of yellow lights when the system is on. This switch turns all the connected equipment on and off, so please do not press power buttons on individual components.
- The control panel screen is activated by pressing the home icon. Select the appropriate room. Wireless microphones (typically up to 3 microphones preset for the Sanctuary, and 1 wireless microphone preset for the Fellowship Hall) are available for the integrated sound system. The wireless microphone(s) preset for that room will show on the screen as “wireless” with the volume and mute buttons below.
- Audio jacks in both the Fellowship Hall and Sanctuary allows connections to the integrated sound system from smartphones, MP3 players, and other external devices. An audio jack cable is available, stored in the A/V room.
- A big-screen rolling monitor is available to use throughout the building. The monitor is connected to external devices (e.g., laptop computer) by HDMI cable (stored attached

to the port on the back of the monitor). The remote control for the monitor is used to select the source for input (one of the HDMI ports). Audio will often default to the speakers in the monitor once the HDMI cable is connected, and is often sufficient. However, if the audio jack is also used, in addition to the HDMI cable, to connect the laptop or device to the integrated system in the Sanctuary or Fellowship Hall, settings on the laptop or device can be manipulated to direct the video output to the HDMI connection and the audio output to the audio jack connection.

- A CD player is integrated into the A/V tower and so can be used with the integrated speakers in the Sanctuary and Fellowship Hall.
- Wall-mounted monitors in the conference room and classrooms are available for connecting to external devices (e.g., laptop computers) or can be used to access services like Netflix. Training for use of A/V equipment can be provided in a session prior to the rental, or shortly prior the start of the event.
- Prior to their event, responsible parties should be familiar with what is available, how to use it, and whether all necessary cables and cords are available. The UUS staff has only limited knowledge of how to operate all the components of the system. Typically, use of the microphones and audio jacks are easily explained either at the beginning of a rental, or in a quick session in the days leading up to the rental. A trial run using the big-screen monitor is recommended while UUS staff is available for consultation, i.e. before the event. More sophisticated uses of the A/V system are possible, but users are responsible for working with the Facility Coordinator to ensure that instructions/training are available.

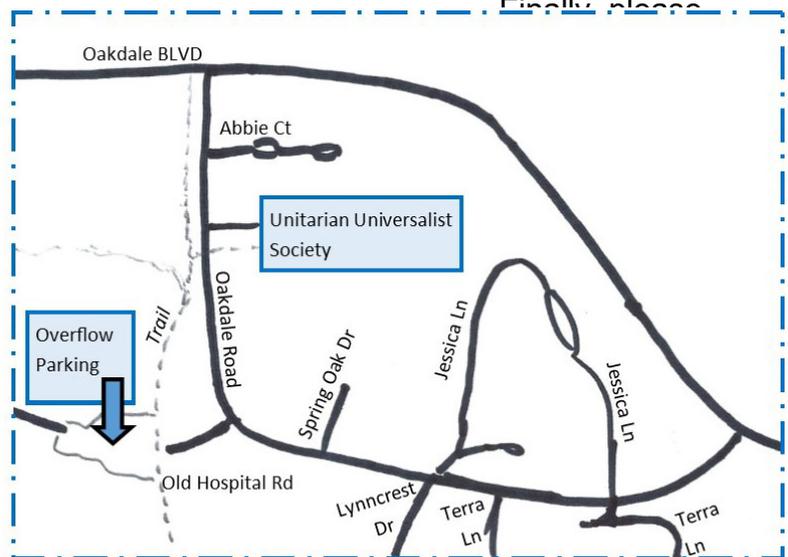
Trash, Recycling, Compost

- Responsible parties should empty the receptacles for trash and recycling in the spaces covered in their reservation. (UUS staff will be responsible for emptying receptacles in the restrooms and the atrium.)
 - For trash (landfill), the receptacle liner bags should be removed, tied closed, and placed in the garbage located outside the rear door to the kitchen.
 - For recycling, remove the recyclables from the liner bag, and place only the recyclables in the blue-lidded recycling bins outside next to the garbage dumpster—plastic bags are not accepted by the local municipal recycling facility, and should be placed in the trash or recycled privately. Similarly, glass containers are not accepted at the local facility and must not be included in the recycling bins—glass can be collected by the responsible party and removed to recycle privately, or discarded with the trash. In some cases, the Facilities Coordinator may allow small volumes of glass to be left with the congregation's collection of glass that is handled by volunteers.
- The liner bags for trash and recycling receptacles should be replaced with new bags, found in the pantry storage area in the rear of the kitchen or in the drawer by the north kitchen sink.

- If you are interested in using compostable materials at your event, the UUS can order dishware and silverware for you from a local provider. You will be responsible for paying the fee associated with that order.
- Responsible parties may collect compostable materials suitable for the municipal composting program—they may use the supply of heavy-duty brown paper bags designed for yard waste or the green compostable bags found in the pantry storage area. Our congregation uses these as collection containers for food waste, napkins, uncoated paper plates, food-soiled cardboard, and some cups and cutlery designated as compostable. However, UUS does not have curbside pick-up of compostable waste, so responsible parties must remove their compostable waste for pick-up elsewhere. In some cases, the Facilities Coordinator may allow small volumes of compostables to be left with the congregation’s compostables handled by volunteers—prior permission is required.

Parking

- There are approximately 75 parking spaces in the UUS parking lot. On weekdays, approximately 15 spaces are used by employees of the nearby IDx building (7:30 AM to 5:30 PM). Additional parking may be available along Oakdale Road but requires advance notice to the City of Coralville. If you believe your event will need additional parking on Oakdale Road, let the Facilities Coordinator know in advance.
- Do not park on Abbie Court, just north of the UUS.
- In the block between Abbie Court and the UUS driveway, please honor the “No Parking Here to Corner” sign so that firetrucks can access the houses in that development. That means no parking from that sign to Abbie Court. Also, do not park within 5 feet of the fire hydrant.
- leave the crosswalk clear for walk on the sidewalk to the front
- In addition, overflow parking accommodated in a lot on Old just to the southeast of UUS— uses this on Sunday mornings. dropped off at the main entrance t paved walk leads from this lot dire authority over this lot or the walkw
- Parking in fire lanes or loading zone the area between the building and without a legal sign or tag is prohibited vehicle is allowed if no other space
- UUS is not responsible for damage for loss or damage to possessions left in vehicles.
- Any vehicles left in the UUS lot overnight after a facilities use must be removed by 8 AM the following morning, unless prior permission is granted. Vehicles left in the lot without permission may be towed at the owner’s expense.



- In case of snow, extra communication with the Facilities Coordinator or UUS Administrator is required. The UUS contracts with a snow-removal service that plows the parking lot after accumulation of more than 1 inch, and typically plowing is focused to precede congregational events, especially Sunday morning services. Thus, rental events, especially on Fridays or Saturdays, will need to make a plan with UUS staff to ensure that plowing will occur if needed for their event, and users may be required to contribute to the cost of extra snow-plowing. The contractor's equipment doesn't always remove all ice, and often the sidewalks and front entryway will require some additional attention, which responsible parties should be prepared to handle themselves. Ice melt, shovels, and brooms will be available near the front entrance.

Area-Specific Rental Guidelines

Sanctuary

- The Sanctuary holds 275 and can be arranged in a variety of configurations.
- Respect for the beauty and value of the meeting room is encouraged for all who enter.
- Food or beverages are not allowed in the Sanctuary.
- The choir chairs and chancel furniture at the front of the Sanctuary may be moved only with advance permission. There are special instructions on how to safely move the podium and small riser.
- All equipment and furniture must be returned to its original arrangement unless otherwise instructed or by prior agreement.
- The Sanctuary piano is available for use by trained musicians, after signing the UUS Piano Use agreement. The piano should remain in the Sanctuary and should be moved only by UUS staff. A fee is required to have the piano moved out of the Sanctuary.
- Three wireless microphones are available for the integrated sound system in the Sanctuary. Wi-Fi, HDMI, and audio jack connections, an integrated CD player, and both a wall-mounted and a rolling monitor are available. Training for use of A/V equipment can be provided in a session prior to the rental.

Fellowship Hall

- The Fellowship Hall holds about 250, depending on table and chair configuration.
- 30+ five-ft round tables and 12 eight-ft rectangular tables are available, along with 250+ chairs.
- Use of UUS tables and chairs is included in the Facilities Use Agreement. All table and chairs must be cleaned and returned to their original locations after use.
- The Fellowship Hall piano is available for use by trained musicians. This piano should remain in the Fellowship Hall, and it should be moved only by UUS staff. A fee is required to have the piano moved out of Fellowship Hall.

- One wireless microphone is available for the integrated sound system in the Fellowship Hall. Wi-Fi, HDMI, and audio jack connections, and a rolling big-screen monitor, are available. Musicians and DJs may also bring their own sound systems.

UUS Grounds: Patio, Garden Areas, Play Areas, Trails, and Parking Lot

- The grounds are available for general use as a matter of course, unless otherwise specified in the Facilities Use Agreement. (See Parking Section for rules concerning parking on our lot.)
- Children playing on the grounds must be supervised at all times.
- There are unpaved trails throughout the 8-acre grounds. UUS does not guarantee that the trails will be perfectly maintained or safe for access in all weather. Caution should be taken when exploring the woods, especially when the ground is wet or icy. Woodlands may contain poison ivy or other hazardous plants. Do not eat or collect any plants, mushrooms, berries, etc.
- UUS woodlands, trails, and all other areas are to be kept clean and free of litter, including cigarette butts (smoking is prohibited outside of the designated smoking area). Users must remove their own debris and trash to the designated trash and recycling containers.
- Any pets must remain under their owner's control at all times and pet owners are responsible for cleaning up pet waste.
- No fires are permitted on UUS grounds. Supervised tiki torches, citronella candles, or tea lights for decorations may be permitted with prior permission. Fireworks are prohibited
- All wildlife should be left alone. Feeding wildlife is prohibited.
- Motorized vehicles and bicycles are prohibited.
- In case of rain or other bad weather for an outdoor event, the Sanctuary may be used as a backup location (for a ceremony) and the Fellowship Hall as a backup event location. The Facilities Coordinator or UUS Administrator must be notified prior to the event if a backup location will be used.
- Outdoor patio furniture belonging to UUS and already in place may be used, but must remain on the patio. No indoor UUS furnishings (including chairs, tables, and table settings) maybe used outside. Other furnishings to be used outside may be brought in by the responsible party. If tents are used, placement must be approved by the UUS Administrator to ensure no damage is done to the grounds.
- Any rehabilitation needed to correct damage done to the grounds will be paid for from the damage/security deposit or billed to the responsible party if the amount exceeds the deposit.

Kitchen

The UUS kitchen is fully equipped as a catering/commercial kitchen. Use of all equipment is included in the fee for use of the kitchen.

- Caterers are responsible for appropriate Johnson County permits/certification.
- A designee of the responsible party overseeing any food preparation, and a designee overseeing clean-up in the kitchen, must complete a training session on safety and UUS kitchen guidelines, provided by the Facilities Coordinator, UUS Administrator, or a Hospitality/Kitchen volunteer.
- Any consumable or single-use supplies must be provided by the responsible party.
- Kitchen equipment available for use includes hot boxes, chafing dishes, coffee percolators, and other serving-ware. Tableware (including small and large plates, silverware, glasses, coffee cups, wineglasses) is also available, but may need to be supplemented. Pots, pans, mixing bowls, and kitchen tools are also available. Talk to the Facilities Coordinator for a full list of kitchen supplies and quantities. The Facilities Coordinator should be notified of any expected use of kitchen equipment.
 - Damage or loss of any kitchen equipment that can reasonably be traced to your use of the space will result in the replacement cost of the equipment being withheld from your deposit or billed to you if in excess of your deposit.
- The responsible party will clean all surfaces, equipment, tableware, and cookware, and return everything to their original locations. Instructions for dishwasher operation are on the wall next to the dishwasher.
 - Dishwashing assistance by UUS may be acquired for an additional fee of \$100 (users are still expected to scrape food from plates and stack in kitchen for UUS dishwashers).
- UUS has tablecloths that may be used with prior permission. Talk to the Facilities Coordinator about sizes, quantities, and colors. You are responsible for washing all tablecloths used, including stain removal, and returning to UUS by the agreed upon date. Failure to return tablecloths, or returning any stained or damaged, will result in replacement costs being withheld from your deposit or billed to you if in excess of your deposit.
 - Tablecloth washing may be outsourced to UUS staff for an additional fee of \$25 plus \$1 per tablecloth (you are expected to clean off as much debris as possible and pile dirty tablecloths as directed by the Facilities Coordinator).
- Surfaces should be wiped clean—supplies are available in the pantry area near the rear door of the kitchen. Our congregation typically uses the vinegar-water spray for tables and countertops.
- Floors should be spot-cleaned—brooms, dustpans, and wet mops are in pantry area, a large dust mop and a small vacuum is stored in Storage Closet A in Fellowship Hall. Liquid or sticky spots on the floor should be cleaned with the “Neutral Floor Cleaner” spray.

Atrium

- The Atrium is available for general use as a matter of course, unless otherwise specified in the Facilities Use Agreement.
- It is important that any furnishings moved by the responsible party be returned to their original positions. We recommend you take “before” photographs for reference.
- Tables may be moved around in the atrium, and tables from Fellowship Hall or patio may be moved into the atrium. All tables should be returned to their original positions.
- The floor-standing banners may be moved with prior permission, preferably by UUS staff—they are easy to damage and expensive to repair. The banners may be placed temporarily along the curtained wall between the Sanctuary and the hallway to the restrooms.
- A collection of medical equipment, including wheelchairs and crutches, are stored in the UUS coatroom. Reasonable and serious use of this equipment is allowed as necessary, with all equipment to be returned to the coatroom at the end of the use. Playing with the equipment is prohibited to prevent damage or injury.
- Literature about UUS, typically displayed on “the Welcome table,” may be moved, but some introductory information about UUS must remain out on one of the tables in the front of the atrium during the event. All literature should be returned to their original positions. The wall containing the mailboxes, bulletin board, counter space, and drawers should not be touched.
- Damage, loss, or unauthorized use of atrium literature and supplies, or obvious tampering with mailboxes, drawers, library shelves, coat room equipment, etc. that can reasonably be traced to your use will result in replacement costs being withheld from your deposit or billed to you if in excess of your deposit.
- To avoid people walking into the glass doors or walls, care should be taken to keep furniture or visual aides in front of glass walls adjacent to the entrance doors from the atrium into both the Sanctuary and Fellowship Hall.
- The moveable nametag cart maybe moved to the corner behind the seating area in front of the office or to the coat room and returned to the original position.
- The statue to the left of the atrium doors opening onto the back patio should not be moved.

Religious Education Wing

- It is important to our congregation that the Religious Education wing is ready for use when the teachers and families arrive early on Sunday morning. We do not have a custodian to sort toys back into their proper spots, clean floors or tabletops, return furniture to inviting arrangements, etc. Responsible parties are required to take extra care that spaces used are returned to their original condition—take “before” photographs for reference.
- We have children in our congregation with significant food allergies. Foods containing peanuts, or tree nuts, are not allowed in the Religious Education wing. Our congregational policy is to avoid having food in the Religious Education wing whenever possible, and we request that responsible parties also limit food in this area.

- Classroom supplies and equipment may not be used or moved unless negotiated into the Facilities Use Agreement.
 - Damage, loss, or unauthorized use of supplies or equipment that can reasonably be traced to your use will result in replacement costs being withheld from your deposit or billed to you if in excess of your deposit.

Unitarian Universalist Society Principles

Unitarian Universalist congregations affirm and promote seven principles:

1. The inherent worth and dignity of every person.
2. Justice, equity, and compassion in human relations.
3. Acceptance of one another and encouragement to spiritual growth in our congregations.
4. A free and responsible search for truth and meaning.
5. The right of conscience and the use of the democratic process within our congregations and in society at large.
6. The goal of world community with peace, liberty, and justice for all.
7. Respect for the interdependent web of all existence of which we are a part.

Mission and Vision Statements

Mission Statement: We are a welcoming, spiritually diverse home. We act on our values:

- Honor the Earth
- Advocate for racial and social justice
- Nurture deep connections
- Embrace the ongoing quest for meaning

Vision Statement: We aspire to be a more inclusive, loving, diverse congregation that welcomes all people. We will defend and celebrate the Earth, confront racial and social injustice, and nurture deep connections.