

Administrative Council

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BUILDING USE POLICIES

Adopted June 14, 1993, Amended December 19, 2001, June 15, 2005, July 13, 2007 and **August 15, 2007**

I. PRIORITIES FOR BUILDING USE

- A. To serve the Church by providing space for worship, religious education, committee and member's needs.
- B. To service the community by providing space to groups which share our values or whom we decide to support. Provided Church and designated community needs are met, also provide space for other religious services, community groups, and social events.
- C. To obtain revenue for the Church operating budget.

II. GUIDELINES

- Sunday Mornings
 - Sunday mornings are reserved for worship services and church-related activities. No other outside activity usually will be scheduled until after 2:00 p.m., 1:30 during summer hours.
 - The area of Krolfifer closest to Haehnle and the kitchen is reserved for coffee hour and internal St. John's activities. Fundraising for external causes is restricted to the north wall of Krolfifer, if space is available. Internal St. John's activities have priority for card tables.
 - No card tables are allowed to be set up in Haehnle.
 - Exceptions must be approved in advance by the Building Use Committee.
- Monday through Saturday
 - A. One of the Church school rooms downstairs shall be held exclusively for Church-related programs and shall not be rented to outside groups or scheduled for music rehearsals.
 - B. Tenants with regular arrangements with St. John's are to have priority over one-time tenants.
 - C. Use of the building and associated parking shall be conducted in such a way that we remain a good neighbor and be considered as an asset to the local community.

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III. RESPONSIBILITIES OF ALL BUILDING USERS

- A. To schedule all events and meetings per the Calendaring Policy.
- B. To assure the safety of the whole St. John's community by keeping doors locked before and during an event or meeting. Any unlocked door must be monitored by a member within sight of the door.
- C. To assure that lights are turned off and all church doors are closed and locked at the conclusion of the event or meeting.
- D. To return keys which are no longer used.

IV. CHURCH CALENDAR

See "Calendaring Policies" adopted July 21, 2004

- A. The Office Administrator is responsible for maintaining the church calendar and is the only person who is permitted to make additions or changes to it.
- B. To schedule an event or to schedule a room a "Room Request " form must be completed and submitted to the Office Administrator.
- C. When there is a major event scheduled, other groups will refrain from scheduling anything that might interfere.
- D. A space will not be assumed to be reserved until either verbal or written confirmation is made by the Office Administrator.

V. RESPONSIBILITY FOR CONTACT WITH RENTERS

- A. The Administrative Council Director or in her/his absence any member of the Building Use Committee shall be given authority to act on behalf of the Board, to make exceptions to any of the procedures established for building use. Any exceptions would normally be made only after consultation with the Minister and any other staff member as deemed appropriate. All exceptions would be reported to the Board at the next meeting and recorded in the official Board minutes.
- B. The Building Use Committee composed of the Administrative Council Director, the Property Council Director and the Finance Council Director, will handle the ongoing relationship with long term or full time renters. Church staff as well as Church members with concerns about a renter's use of the building shall contact the Building Use Committee.

VI. CHURCH STAFF ROLE IN BUILDING USE

- A. Minister
 - 1. Shall decide on the use of the building for purposes of religious services. In the Minister's extended absence, the President of the Board shall make these decisions.

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2. Shall be consulted by the Building Use Committee regarding decisions about building use and proposed exceptions.
- B. Office Administrator
1. Is responsible for maintaining a system to record requests for building use.
 2. Maintains an accurate, complete Church calendar.
 3. Serves as the initial contact person for potential renters of facility, collecting necessary information and handles routine rentals according to procedures outlined by the Board.
 4. Informs the Administrative Council Director of any concerns regarding renters or requests for deviations from Board policies and procedures.
 5. Informs the Custodian regarding building use requests.
 6. Coordinates with the Church Financial Secretary for receipt and refund of deposits.
 7. Dispenses and collects building use keys.
- C. Custodian
1. Checks calendar for events that are scheduled and prepares facilities for the event.
 2. Notifies Building Use Committee or Property Council Director of concerns or violations of building use policies.
 3. Informs Office Administrator of rental groups' failure to follow agreements where security deposit may be involved.

VII. RATES

- A. The Board, as needed, shall review the rental rate structure as suggested by the Building Use Committee.
- B. The Rates established by the Board for Church rental should apply at all hours for all people, with the following exceptions:
1. Members, pledging friends and all employees of St. John's Unitarian Universalist Church will not be charged the standard fee for use of the building for a wedding and reception for themselves or a dependent family member, for a memorial or funeral service for someone in the member's family or household, or for some other personal religious service arranged with the Minister. Member users must pay the Custodian's fees.
 2. The Minister may use the building for meeting of groups with which he/she is officially affiliated.
 3. No fee will be charged if the meeting or activity is recognized as a St. John's or Unitarian Universalist function. This includes events held by organizations with which the Church or one of its committees is officially affiliated. Other members' and pledging friends' building use

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shall be in accordance with the regular rates established by the Board. This means that unless a group or activity meets the guidelines under "Approval of Exception," a Church member's participation in a group or activity does **NOT** qualify that group for a free or reduced rate at the Church.

C. APPROVAL OF EXCEPTIONS

1. Any exception to the rates needs to be approved by Administrative Council Director or in her/his absence any member of the Building Use Committee. Any exceptions granted shall be reported back to the Board and recorded in the official minutes.
2. Certain social action, public service or civic groups without access to rental funds may be allowed to use the building at free or reduced rates.
3. Special rates may be negotiated by the Building Use Committee for a group that wishes to use the space on a regular basis or for a fixed series of meetings, following the above guidelines.

D. SECURITY DEPOSIT

A security deposit must be paid in advance and will be returned in full when it is determined that there was no damage to Church property, cleanup was adequate and the building locked, the key returned, and the Custodian paid in full. If all of those conditions are not met, part or all of the deposit will be withheld to defray the cost of making corrections. Guidelines for the size of the deposit, time of deposit and cancellation policy will be set by the Board. The Church Office Administrator will be responsible for recording security deposits received and coordinating their handling with the Church Financial Secretary, to insure that they are deposited in a timely fashion in the bank before the event, and that the security deposit is returned when the above conditions are met.

VIII. RENTAL SELECTIVITY

While St. John's acknowledges the importance of freedom of speech, it also wishes to uphold the integrity of the denomination and its members. St. John's shall be selective in its offering building use to a person or group wishing to use the facility by use of the following guidelines:

Building use shall not be permitted

- A. If it is determined by the Building Use Committee that damage, or violent confrontation, or disturbance to the neighborhood could occur; or
- B. If the group has violated the freedom of speech of any other group at St. John's or in the community; or

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- C. If a group's ideology is in fundamental opposition to the Principles and Purposes of the UUA.

IX. RESTRICTIONS

- A. No firearms, loaded or unloaded, or any other weapon will be allowed in the Church building or on the grounds at any time. Notices will be put on the main entrances in accordance with Ohio laws.
- B. A NO SMOKING policy applies to all users of the building.
- C. Alcohol: Beer and wine may be served only to persons of legal age. The building use request must state whether or not alcohol will be served. Refer to The Policy on Alcohol in the Community Council section of the Policy Manual.
- D. Illegal drugs will not be allowed on Church premises.
- E. Groups renting the building shall confine use of food and drink to the non-carpeted areas of the building.
- F. Any space will not be assumed to be reserved until either verbal or written confirmation is made by the Office Administrator.
- G. Any exceptions to the above restrictions must be approved by the Board.

X. KROLFIFER A/V EQUIPMENT POLICY

- A. Use of Krolfifer A/V equipment must be arranged in advance. A group requesting the equipment will first check with the Office Administrator to see whether Krolfifer is available. The next step is to contact the Program Planning Team A/V Coordinator about equipment use.
- B. The PPT A/V Coordinator will designate certain individuals as officially approved operators. Only those operators may use the equipment. Internal groups that want to ensure a qualified operator is available for their events may identify volunteers to be trained on the use of the equipment.
- C. Groups will ordinarily be charged for the services of the operator according to established rates (see rental agreement). For some internal events, operators may choose to volunteer their time.
- D. The fact that a group wishes to use the equipment does not obligate an operator to be present. If no operator is available, the equipment will not be used.

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Calendaring Policies

Policy adopted January 16, 1991, amended July 21, 2004

Purpose: To clarify calendaring, room assignments and major event scheduling.

- The Office Administrator is responsible for maintaining the church calendar and is the only person who is permitted to make additions or changes to it.
- To schedule an event or to schedule a room a "Room Request " form must be completed and submitted to the Office Administrator.
- When there is a major event scheduled, other groups will refrain from scheduling anything that might interfere.

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Policy on Church Records

Policy adopted August 21, 1991, amended July 21, 2004, December 13, 2006 and **February 21, 2007**

Purpose: To clarify the documents that should be archived, where they should be archived, in what form they should be retained, and for how long.

What Documents Must Be Archived

- Contracts and terms of employment with staff and consultants
- Congregational Surveys
- Financial records
- Board Meeting Minutes
- Legal correspondence
- Membership information that includes:
 - Pledges of Membership signed by new members
 - Letters resigning church membership (original copy or print version of electronic copy)
 - Membership Action Sheets indicating a member's request to change membership status

Where Documents Must Be Archived

- The archived documents will be kept on file in the church office or on the church property.
- Backup files will be kept off site.

How (In What Form) Documents Should Be Archived

- The following documents may be kept as a hard copy or on computer file
 - Financial records
 - Congregational Surveys
 - Board Minutes
- Contracts and legal correspondence should be kept in original form.
- Membership documents should be kept as hard copy in date order.

How Long Documents Should Be Retained

- Financial Records – 5 years
- Board Minutes should be kept on the church computer or on computer disc indefinitely.
 - Hard copies may be archived offsite after 5 years.
- Contracts should be kept in the church office for 5 years after the employee has left service
- Congregational Surveys should be kept on computer file indefinitely
- Pledges of Membership should be kept on computer file indefinitely
- Other documents covered by this policy – 10 years

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Storage of Documents Managed by the Secretary of the Board of Trustees

The Office Administrator will keep paper copies of the Board Packets stored in the Church Office. The Board Secretary will sign the official minutes (following any revisions) and store them in a binder. In addition, the binder will include official documents received by the Board Secretary regarding Board business. The material will be stored with dividers indicating the sections.

In addition, the Board Secretary will keep electronic copies of the minutes and turn the binder and the CD into the Church Administrator at the end of his/her term of office. The binder will be dated on the outside to note the time period covered.

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Office Policies

Policies adopted January 9, 1991, amended July 21, 2004

Purpose: To clarify the use of office equipment

- Office equipment is primarily used by the Office Administrator and church staff for business use. When it does not interfere with normal business, office equipment may be used for personal use.
 - The copy machine may be used for personal use but should be limited to 20 copies. The charge for copies will be set by the Administrative Council and may be changed at any time
- Committees are to use their own budgets for supplies and not the church office budget

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People Book Policies

Policy adopted August 31, 1988, amended July 21, 2004

Purpose: To clarify guidelines for the People Book.

- The People Book is for personal use only
- The People Book may not be used:
 - For business use
 - For mailings, other than those pertaining to St. John's
 - To collect email addresses for mass mailings
- A person or family may be listed in the People Book as a "friend" if they wish to be included and:
 - Have been active
 - Have contributed money

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Privacy and Electronic Media Policy

Policy adopted October 20, 2004, amended October 17, 2007 and
March 19, 2008

Related Policies: People Book Policies, Reporter Policies

Purpose: To clarify guidelines for the privacy and confidentiality of information of members and friends

Privacy and confidentiality of members and friends are of the utmost importance.

E-Mail List

- St. John's email list may only be used for church-related events. It may not be used without the permission of one of the following: the Minister, the Board President, or the Administrative Council Director.

Electronic Media

- The online and e-mailed versions of the Reporter will not show members' personal information, including but not limited to email addresses and phone numbers.
- Wheel of Life summaries may appear in the e-mailed version of the Reporter on an item-by-item basis. The individual giving the information during Wheel of Life must grant prior permission.
- While the Reporter page of the church website is viewable by the public, Wheel of Life summaries may not appear in the website version of the Reporter, because internet search engines may also access the newsletters.

Web Site

- Personal information, i.e. addresses and phone numbers about members and friends will not appear on the website

Pledges

- The dollar amounts of pledges are considered personal information and shall not be revealed to anyone other than the leadership of the stewardship campaign.
- The following people will not have access to pledge information
 - Minister
 - Board members other than the Finance Council Director
 - Staff

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Reporter Policies

Policy adopted February 16, 1994 and January 28, 1998, amended July 21, 2004 and **October 17, 2007**

Related Policy: Privacy and Electronic Media Policy

Purpose: To clarify the purpose and guidelines for the use of the Reporter.

The Reporter is published as a service to members and friends of St. John's. Its purpose is to facilitate communication between members and friends, the staff, and the Board of Directors. To that end, the following guidelines should be observed:

- The Editor is empowered to publish articles within the guidelines set by the Board of Directors and to edit, postpone, or exclude submissions in order to meet the constraints of the publication deadlines and of the space available.
- All submissions must be signed
- All relevant postal rules and regulations must be obeyed including but not limited to:
 - Regulations concerning the exercise of the bulk mail license granted to St. John's as a not for profit organization
 - Regulations concerning material that is defamatory, inflammatory; violates copyright laws; or is otherwise actionable by law
 - No flyers will be accepted. Response oriented reply forms must be incorporated into the newsletter itself
- Only articles that are relevant to our audience will be printed, including, but not limited to:
 - Church business, including financial information
 - Pastoral letters from our minister or lay leaders
 - News about members and their families
 - Announcements of events organized by groups sponsored by St. John's
 - Calendars of church events
 - Reports from church programs and activities
 - Acknowledgements of members' service to the church or wider community
 - Denominational events
 - Other topical items of interest or concern to members or friends
- There will be no advertising except for sales of products that support the UUA, UUA programs, or St. John's

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Technology Policies

Policies adopted November 29, 2001, amended **July 21, 2004**

Purpose: To clarify the use and maintenance of technology equipment which includes computers, phone systems, copier and audio visual equipment

Use:

- The church office computer may only be used by authorization from the Office Administrator
- The computer in the library may be used by any member. Files may be stored on this computer only by staff and authorized groups and committees

Maintenance:

- The maintenance of all technology equipment will be handled by the Technology Committee in coordination with the Property Committee and the Administrative Council Director

Website Policy

Policy adopted **August 20, 2008**

Purpose: To define content of the pages of the St. John's website.

Location

- All St. John's programs and committee web pages must be contained within the St. John's website.

Links

- Links to outside websites placed on St. John's website shall be limited to
 - other Unitarian Universalist organizations (eg. UUA, UU Council of Greater Cincinnati, other UU churches) or their affiliates (UU Service Committee, Interweave)
 - Outside organizations with whom St. John's has an outreach relationship (e.g. Interfaith Hospitality Network, Drop Inn Center)
 - Groups that are a part of a St. John's sponsored program or event (e.g. artists showing in the gallery, musicians performing in the Music Series)
- The Administrative Council Director can request removal of a link meeting these criteria if in his/her judgment the page linked to is not compatible with the mission of St. John's or might cause St. John's to lose its 501(c) 3 tax-exempt status, such as sites affiliated with political parties.