

# APPENDIX - BUILDING USAGE POLICIES

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1. UBC programs have priority.
2. Scheduling of buildings must be cleared and coordinated through the church secretary. Any changes must first be submitted in writing to the church secretary and then approved by the Associate Minister.
3. Groups using the facilities, besides regularly scheduled programs, are responsible for the opening, clean-up, utilities shut off, and locking of the buildings. Each group should name a person to be responsible for these chores, and this person's name should be given to the church secretary.
4. The facilities are available to any community service oriented non-profit organization when it:
  - A. is approved by the deacons,
  - B. avoids conflicts of scheduling,
  - C. agrees to abide by our building usage policies, and
  - D. accepts responsibility for damage.
5. Public agencies and institutions, in addition to the above, are responsible for utility and janitorial costs.
6. All groups are to make a written annual request to the Associate Minister, by July 15, for usage during the coming year. All requests will be reviewed by the Building and Grounds Committee and the church staff, with recommendations being made to the deacons.
7. Any organization desiring special (one time) usage must make the request in writing to the church secretary one week prior to the desired usage.
8. All outside groups using the buildings are requested to follow the Southern Baptist Convention's pupil-worker ratio:
  - \*Birth to 3 years---one worker per four pupils
  - \*Ages 4 & 5---one worker per six pupils
  - \*Grades 1-6---one worker per seven pupils
  - \*Grades 7-12---one worker per twelve pupils
9. Adult supervisors must be present whenever members of an organization are in the building. An adult supervisor must be present in each room of the nursery when the nursery is used by an outside group.
10. If you use the nursery, please provide your own sheets and bedding for the beds you will need.
11. Persons attending a meeting are restricted to that part of the building assigned to them.
12. Any damage resulting from a meeting is to be restored at the user's expense by someone of UBC's choice.

13. Approval by the Associate Minister must be secured before items may be borrowed from the church. The items must be checked out and checked in by the church secretary; the church secretary will keep an accurate record of these transactions.
14. The nursery coordinators of any group using the nursery facilities should meet with the church coordinator, nursery coordinator, the preschool coordinator, the Associate Minister, and the Chair of the Deacons to discuss mutual concerns about nursery usage. Friends and family of members of groups using the building should not make personal calls to group members. The church secretaries are not allowed to look for your member and relay messages. Any necessary calls (except emergencies) that are received will be listed on the blackboard in the secretary's office. Please have one person responsible for checking that blackboard.

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