

Starting a new UUCH Ongoing Group or Activity

Because the UUCH Board of Directors is elected by the congregation to oversee the running of the church and the care of the facilities on behalf of the whole congregation, use of the facilities and formation of groups under the auspices of the church must be approved by the board.

Any UUCH member who wishes to start a new group should fill out the UU Ongoing Activity Request/Documentation Form (on page 2 of this file) and return it to the church Office Manager. The Office Manager will facilitate the handling and consideration of the request as noted below:

1. Requesting member will supply the basic information: what the activity/group is called, the group's purpose and/or a description of the activity, contact information for the contact person, and details about meeting requirements.
2. Requestor gives the request to the Office Manager who will ensure all need information can be identified on the form.
3. The UUCH Ongoing Activity request form will be given to the Board for consideration and either approval or disapproval, possibly with suggestions from the Board. The Board's decision will be recorded on the form and the Board President will sign the form.
4. The original form will be returned to the Office Manager who will then provide a copy to the requesting UUCH member and file the original form. If the request was approved by the board, the Office Manager will provide a copy to the newsletter editor and to the Buildings and Grounds Board member.
5. When requests have been approved, the requestor will then be responsible for scheduling meetings and use of the facilities with the Office Manager and contacting the newsletter editor with information about events.
6. Variation: the requestor may be asked (or may ask) to present the proposed activity to the Board at a regularly scheduled Board Meeting.
7. The notebook containing the file of on-going group activities—approved, denied and inactive groups—will be maintained in the Office Manager's office, available to UUCH members for reference purposes. The file will not be removed from the office.

UUCH ONGOING ACTIVITY (Request / Documentation Form)

Part one to be completed by requesting member:

Name of Activity or Group _____

Description/purpose of activity/group _____

Requesting member/ Contact person (name & contact info.) _____

MEETING ARRANGEMENTS (Coordination with Office Manager required after board approval)

Location (Martin House Room, Sanctuary, Other) _____

Facilities needed (e.g. kitchen, TV, etc.) _____

Requested date (or day of the month) _____ Requested time _____

check box if you've written additional information on the back of this form.

Groups should use only the area requested and approved by the board.

For any group using the church facilities, the following are off limits: the minister's office and the office manager's office

ALL groups using the facilities must ensure the following before leaving:

- everything must be returned to its original setup in preparation for Sunday (chairs, tables, toys, etc.)
- any trash created during activity should be cleaned up appropriately (spills, recycling, trash)
- heating/cooling regulator as well as lighting must be returned to original setting
- all windows and doors should be made secure prior to departing the premises.

Part two to be completed by office manager and board:

form submitted to BOARD (date) _____

BOARD decision (circle one) approved disapproved hold*

*Comments/Suggestions _____

Board President's Signature (on behalf of Board) _____

Form Routing: Original form to Office Manager (date) _____ File (circle one) active inactive

Copy to Requestor (date) _____

if approved: Copy to newsletter editor (date) _____ Copy to building & grounds chair (date) _____