

**O.U.U.F. FACILITIES USE POLICY DRAFT II**  
*(Revisions in italics) (New revisions underlined)*

This policy is for use of OUUF facilities by non-OUUF parties.

Permission for use of facilities of the Oberlin Unitarian Universalist Fellowship must be secured from the OUUF Facilities Coordinator, and a Facilities Use Contract drawn up. Permission will be extended or withheld on a case by case basis, unless other arrangements have been made, by the Facilities Coordinator pursuant to this Policy. An appeal of a refusal may be made to the OUUF Board of Trustees.

An outside group sponsored by a committee or team of OUUF is not required to sign a contract but the Facilities Coordinator must be notified of their use of OUUF facilities. All other conditions of this Policy shall apply.

The Facilities Coordinator is empowered to use her/his judgment as to whether an applicant is capable of fulfilling the terms of the Facilities Use Contract.

Previous permission to use OUUF facilities is not a precedent for future permission.

Activities under this Policy must accord with the core principles of the Oberlin Unitarian Universalist Fellowship. These principles are expressed in the OUUF Mission, Covenant, Ends Statements, Human Resources Policy sections 120 through 140, and the fact of accreditation as a Welcoming Congregation and as a Green Sanctuary. Activity not in accord with OUUF core principles may be denied permission.

No non-OUUF-sponsored activity under this Policy shall involve personal or business monetary gain.

Facilities shall be returned to the state in which they were found, or an explicit special arrangement must be made with the OUUF Set-up Team. The user accepts responsibility for damage or breakage.

Premises must be vacated within one hour after the event is over. Lights must be turned out and windows closed.

OUUF equipment may not be taken off OUUF premises.

Neither alcohol nor any other intoxicant may be consumed on OUUF premises except for wine and/or beer at wedding receptions or by special permission of the Board, and none are to be served to minors under any circumstances. All OUUF facilities are non-smoking premises; those who smoke outdoors must police their butts.

Uses of OUUF facilities, including regular OUUF activity, have the following relative priorities. An asterisk means a use need not be cleared with the Facilities Coordinator. A

double asterisk carries the same weight as a single asterisk but may change in future iterations of this Policy.

- 1) Regular Sunday *and youth* use of the space\*
- 2) Congregational meeting\*
- 3) Rite of life passage under OUUF auspices (weddings, funerals, etc)\*
- 4) Pre-arranged use by a church Board, committee, team or group \*\*
- 5) Off-hours use of 181 by the Sunday School \*\*
- 6) Rite of life passage other than under OUUF auspices
- 7) Outside group whose principles are comparable to *or consistent with* OUUF's
- 8) Outside group consisting of OUUF members, friends and youth.

Advertising for outside-sponsorship events is not to mention the Fellowship, but only give street addresses, unless another arrangement has been made by a group sponsored by an OUUF committee or team.