


First Unitarian Universalist Church Columbus, Ohio		
Chapter: V. Property and Facilities		Source: Susan Williams, DRE
Title: Building Use Requirements for Youth Groups and Overnights		
Approved by: Board of Trustees		Date Approved:
Effective Date:		Date of Last Review:

Office Hours: 9:00 a.m. to 5:00 p.m. Monday–Friday ; Sundays 10:00 to 11:00a.m. and 12:15 to 1:15 p.m. **Office is closed Saturdays.** Please arrange with the office for a time to be let into the building outside of office hours, or before 7:00 p.m. during the week and for access on Saturdays. Youth groups are encouraged to have a knowledgeable member of the church as one of their chaperones or sponsors for the duration of their stay. Kitchen use (if noted on other side) is included in your rental fee. **Kitchen use** includes coffee urns, sinks, stoves, ovens and refrigerator. All items brought in must be removed at the end of your event. The platforms, plants, piano and art must remain where they are. Chairs will not be removed from the Worship Center.

Candles and chalices are permitted at the front of the Worship Center and in Fellowship Hall for worship only.

Your space will be confirmed when your **contract** is received. Your group will be welcome to return to First Church provided the space is left clean, in good order, and you have taken all items with you after your event. **Youth must clean up common areas of the church by 8:15 a.m. on Sunday;** these include bathrooms, fellowship hall, worship center, hallways and any room used for 9:00 a.m. childcare. We ask that you return the furniture to its original order after your event. We provide no storage and assume no responsibility for items left behind. Your youth group will be billed for any damage caused during your occupation of the building.

Noise must be kept within acceptable limits at all times so as not to disturb our neighbors, especially after 10 p.m. In the event that a complaint is made to the police or the church, the church will not host your youth group for two years.

If you need to **cancel** your event, we request a minimum of **30 days notice.**

We ask that **parents or guardians supervise children** when they're on church property, so please keep them with you unless your group is providing an adult responsible for childcare, and has made arrangements with us for a separate childcare room.

We ask that youth groups follow the Ohio Meadville District Youth Adult Committee rules: no drugs/alcohol/smoking, no violence/weapons, no vandalism, no leaving the grounds, C.U.Y.O.D.S. Clean Up Your Own Darn Stuff. If any of the aforementioned rules are broken, an adult sponsors of the youth event will inform the Coordinator of Religious Education, one of the ministers and a member of the board of the infraction and any disciplinary action taken. We require the Ohio Meadville District Youth Adult Committee ratio of sponsors to youth, one adult to six Junior High youth and one adult to eight Senior High youth be adhered to. We follow the Ohio Meadville District Youth Adult Committee definition of Junior High as beginning of 7th grade through the end of 9th grade and Senior High as the beginning of ninth grade until a person's 20th birthday. We require that your group registers all youth and that each youth have a liability release and emergency care authorization form. Either Ohio Meadville District Youth Adult Committee or First Unitarian Universalist Church Young Religious Unitarian Universalist Registration forms are acceptable. **A predetermined adult representative of First Church must receive a list of all registered attendants and check the registration forms for compliance by mid-night of the first day of an event.** If any of the stated requirements are not fulfilled your youth group will not be welcome at First Church for two years.

Please alert your guests to the **"No Smoking"** policy of the church, and encourage your guests to use the ashtrays provided outside. No one 18 years of age or younger may smoke on church property in compliance with the Ohio Revised Code 2151.87.

Publicity for your event must include your organization's telephone number and return address. We will be happy to post information regarding your event on our bulletin board.

Please recycle plastics, glass and aluminum. Recycling bins are located in the kitchen. Place all other trash outside in the dumpster. No alcohol. All items brought into the church must be removed by the contracted departure time.