


<b>First Unitarian Universalist Church Columbus, Ohio</b>		
<b>Chapter:</b> V. Property and Facilities		<b>Source:</b> Arts and Space Committee
<b>Title:</b> Sunday Use of Fellowship Hall & Rooms A/B		
<b>Approved by:</b> Board of Trustees		<b>Date Approved:</b>
<b>Effective Date:</b> March 1, 2003		<b>Date of Last Review:</b>

### A. Policy:

Fellowship Hall is not just one of many rooms at First Unitarian Universalist Church. It serves as a special gathering place for members, friends, and guests, including potential new members, for informal as well as formal activities. Fellowship comes from the word that means “sharing”. It is important that the room be used in such a way that communication and activity occur congenially. It is essential that everyone feels welcome here.

One of the most significant uses of the hall is on Sunday mornings after services. Groups within the church have always been encouraged to promote their activities in a variety of ways, including the *Discoverer* newsletter, the bulletin boards, easels in the Gallery (see policy on Guidelines for Display of Easels and Posters), the website, and announcements as appropriate. In addition, some groups have used attractive displays in Fellowship Hall after services.

While well-designed displays can provide for significant interaction among people around the display, the purpose of Fellowship Hall can be hampered by

- (a) displays so numerous that there is not enough room for free-flowing traffic and interaction;
- (b) permanent or semi-permanent displays that are in place so many times and/or in the same location that they are not attracting the attention they once did when they were initially set up;
- (c) displays in place without accompaniment of person(s) who can answer questions that may arise, thereby failing to promote a warm atmosphere in which ideas can be exchanged; and
- (d) displays that exceed reasonable boundaries of size, making movement through the space difficult and creating a safety hazard.

Groups sponsoring the displays need to be cognizant of the space considerations, the needs of our members, friends, and visitors, including potential new members, to move freely though the space. Furthermore, these groups need to understand that their purposes may be best served if they are not present every Sunday. A less regular presence, e.g., one Sunday a month or a quarter, may promote their program better and allow other groups to use the space.

The area in front of the window access to the Asian Garden is a place of natural light and contemplative beauty. This area should be used for the purpose of allowing seating for conversation areas to be used by small groups of people. Functional tables should be moved to the interior of Fellowship Hall.

In order to maintain the welcoming atmosphere described above, the Arts and Space Committee, along with Church Council and the Church Administrator, will determine an appropriate number and arrangement of tables for display purposes. When it reviews the church calendar, Church Council will allocate display space associated with church events, e.g., pledge campaign, auction, spring art show, religious education and covenant group registration, to allow for necessary publicity. It also will allocate space to social justice outreach, the bookstore, coffee service, and caring cards table, other church- related displays and/or food service. Unallocated

display spaces or food service opportunities available after this allocation will be available through the office and must be reserved by the preceding Friday.

## **B. Definitions:**

Display: generally one table with one to two chairs, possibly adjacent to an easel or display; accompanied by a person(s) representing the activity, available to answer questions

Table: card table, but in certain cases can be a larger rectangular or banquet table

Church-related: sponsored by church committee or relational group.

## **C. Procedure:**

1. Church Council will make up a master calendar, and update it as needed to ensure that church events have the display space they need and that other church-related groups have a fair opportunity to set up displays and food service. Requests for space on the master calendar are to be made to Church Council as far in advance as practical, preferably by June 15th for the following church year. Requests for use of any remaining space during the church year should be made three months in advance; emergency requests should be made to the church office by the Friday before the Sunday in question. Groups will not be allowed to set up a display or serve food that has not been arranged this way. If groups are denied space, due consideration will be given to allotting them space on a future date.
2. Church Council and the Church Administrator have the authority to approve the number of displays that can be set up at any one time in Fellowship Hall. In very limited cases, displays can occur in rooms A and B and in the Gallery. Displays will not be allowed in the Gallery unless approved by the Arts and Space Committee or by the Church Administrator. There may also be no more than three easels in the Gallery (see policy on Guidelines for Posters, Displays, and Permanent Items on Walls).
3. No group or individual may construe historical precedent to confer upon their cause or group the status of a “permanent” display or table in the Gallery, Fellowship Hall, or any other space within the building. All displays and tables are subject to review upon acceptance of this document by the Board.
4. Displays are to be staffed by a person(s) who represents the program or activity. They are not to be left unattended for any extended period of time, with the exception of the Gallery easels.
5. At the conclusion of the “coffee hour,” each group responsible for a display will take down the display and remove all display items from the church unless arrangements for storage have been made in advance with the office. The church staff will be responsible for putting away the tables and chairs. Arrangements for storage of any display must be made with Church Council or the Church Administrator. Storage space is not guaranteed to any group and will be decided based on the needs of the church.
6. All fundraising activities require prior approval from the Development Committee (see Development Committee policy on Fundraising).
7. Only one food service activity may take place on any given Sunday. Food service distribution should be restricted to room A so that conversation and communication may take place freely throughout Fellowship Hall. The group responsible for the food service will remove all related items at the conclusion of “coffee hour.”