Building Scheduling Policy
Revised and Approved 7/11/02, 11/11/10

The church Office Administrator will maintain the official church calendar. The primary calendar is online and is updated daily, available by visiting the church website. There is also a printed calendar, updated monthly, in the church office.

At least once a year, the Office Administrator and Minister will review the calendar to ensure annual and long-range events are scheduled and accurate.

To avoid conflicts, only the Office Administrator may make entries on the official calendar. If the Office Administrator is unavailable for a length of time that would prevent timely scheduling, the Minister can book and approve events. The Board Vice Chairperson and the Minister are responsible for resolving any scheduling conflicts.

All requests for use of church space must be given to the Office Administrator in writing or e-mail, using the Calendar Reservation Form (attached) or a facsimile. Upon request the Office Administrator will e-mail the wording of the form to requestors. Calendar Reservation Forms should be filled out and signed by a church member or staff member responsible for the event. An event is any function regardless of size that is to take place at Second Unitarian Church.

When the Office Administrator receives the Calendar Reservation Form, and the requested space is available, the Form will be approved and a copy sent to the requestor. The event will be added to the calendar and, unless specified otherwise, listed in church notices.

If a newsletter article is submitted with events and dates that are not already on the calendar, the Office Administrator will call the submitter and attempt to confirm the information and complete a Calendar Reservation Form. If the space is not appropriately reserved, the newsletter article may not be published.

Calendar Reservation Forms will be maintained in a binder for review, as needed by the board and committee chairs.

If childcare is needed for an event, a copy of the approved Calendar Reservation Form will be forwarded to the church childcare coordinator, who will make appropriate arrangements.

In the event the church has a long-term contracted tenant, the tenant will have a priority on space for their regularly reserved times. During such times it is church policy that no other events take place at the church, unless both events can be separated and prior approval from the renters is secured.