

HOUSE RULES extracted from
Policies of the Board of Trustees
All Souls Unitarian Universalist Church
Watertown, NY

Alcohol Consumption on Church Property

Outside groups using the church facility and intending to use alcohol must provide proof of insurance for that alcohol use.

Developed 11/3/87 Revised 11/18/09, 10/28/21

Borrowing of Equipment

The equipment at All Souls was purchased by and is for the use of our congregation. If a member of the congregation wishes to borrow church equipment, they will complete a "Request for Equipment" form and notify a member of the Church Board executive committee. The notified executive committee member will notify the committee(s) that use and maintain the borrowed equipment. Submission of the form does not guarantee the loan will be approved.

A member of the executive committee must be present at the time the equipment is borrowed and returned. If the equipment is returned damaged, the borrower will be asked to cover costs of repair or replacement.

Members of the community who are not church members may only use the equipment when renting building space as covered by the building use policy.

Developed 10/16/05 Revised 11/18/09, 9/24/13, 6/24/21

Church Building Use

Offering the church building for use to members and non-members is seen as a service of All Souls Unitarian Universalist Church to the community. The fees designated for non-member use and the donations received from member use are intended to defray the costs of building maintenance. Building use fees for non-profit activity may be waived by the board but donations are encouraged.

To request building use, the person requesting building use must fill out a Building Use Request Form and submit it to the church office. The person requesting building use must consult the building use calendar found at www.allsoulsuu.org or on the office door to determine whether the requested time and place is available. Building Use Request Forms may be submitted with or without fees or deposit. The person requesting building use must submit the appropriate fees at least 10 days preceding the planned event, or the event may be cancelled.

Any member of the ASUUC Executive Committee has the authorization to sign the Building Use Request Form, attesting that the executive committee has been consulted. Building use approvals will be reported at the next Board meeting by the signing

executive committee member. Office personnel may cancel building use requests that have not been approved within seven days prior to an event. Authorized office personnel will check and update the church calendar as events are scheduled to avoid conflicts.

When a non-church member schedules an event at the church, the person will be required to submit a security deposit equal to the total of all applicable fees for one day of building use. If the board waives the fees the deposit may still be required. The deposit will be held and returned to the building user if there are no damages or unusual maintenance expenses. The security deposit does not limit the responsibility for all damages. If damage costs are beyond the required deposit, the person requesting building use will be billed for the full cost of repair or replacement.

If the executive committee judges a building use request to be of sensitive or controversial nature, the building use reservation shall be contingent upon a consensus of the Board of Trustees.

Building use requests from church member activities should use the Church Activity Building Reservation Form. This application may be approved by authorized office personnel. Other requirements may pertain to these requests.

The Board of Trustees may require a donation:

- if the event sponsors another organization
- if a fee is charged to participants
- if it is a for-profit event
- if services of the custodian will be required

Suggested donations may be determined by the ASUUC Executive Committee. All members of the executive committee shall be notified, and a donation amount determined with approval. A memorial service for a church member has traditionally been free of charge.

The minister has exclusive control of the minister's office.

Developed 10/21/99 Revised 12/18/16, 11/18/21

Fire Lanes

The following areas are designated as fire lanes: the driveway in front of the church and the paved area immediately next to the left side of the church. Therefore, no parking is permitted in these fire lanes so that there will be appropriate access to the building by emergency vehicles and equipment.

Developed 4/21/08 Reviewed 11/26/13, 10/28/21

Policy for Building Use During a Pandemic

All Souls Unitarian Universalist Church of Watertown is reopening the church building at 1330 Gotham Street for in-person events while the COVID-19 and variants extend the current Pandemic period. This plan describes the protocol for in-person gatherings for Sunday worship, small groups, religious education, and other events.

Protection of health and safety is paramount. To minimize risks of virus transmission

during in-person gatherings event attendees are encouraged to following these recommendations and the ADDENDUM TO USE OF BUILDING REQUEST FORM
Healthy Hygiene Practices:

General Recommendations:

Please, do not come to the Church building if any of the following apply to you:

- COVID like symptoms: Fever, coughing, loss of taste, sore throat, etc.
- Recent traveling from areas with high infection rates of the COVID-19 or variant.
- Contact with someone known or suspected of being COVID-19 positive, or
- Not feeling well
- All meetings and events must be approved by the Executive Board
- Masks, physical distancing, hand washing, and disinfecting practices are strongly encouraged. Hand sanitizer will be available upon entrance to the building.
- Any group using the building shall make a tracking document including the name and phone number of each attendee. Within three days, the responsible party shall submit a copy of the document to church staff to maintain in the office. Appropriate confidentiality shall be maintained.
- All attendees age two years and older shall wear a face mask, except while seated six feet apart
- A minimum of six (6) feet of separation shall be maintained; common household members may sit together.
- Masks must be worn indoors, and outdoors when distancing is impractical.
- Food shall not be shared. Special provisions may be made during social events such as assigning a masked and gloved individual to serve the attendees.
- All contacted surfaces shall be cleaned and disinfected by the responsible party immediately following the event.
- Indoor attendance is limited to 100 participants and use of outside space is encouraged.
- All church staff are required to be vaccinated.

Worship Services:

- Follow the General Recommendations above
- Worship leaders singers and musicians will maintain a minimum of 12 feet from congregants and may be unmasked.
- The congregation is encouraged to hum rather than sing.
- Attendees shall avoid handshaking or hugging
- An offering box will be available at the entrance to the sanctuary.

Religious Education (RE)

- RE will take place outside as weather permits and inside RE will require children to be masked and maintain a distance of 3 feet apart unless they are from the same household.
- Refreshments shall be limited to packaged items such as bottled water and pre-packed snacks

- All RE Volunteers will be vaccinated and masked

Existing agreements

All current pre-existing agreements with community groups are subject to the Building Use agreement and the General Recommendations of this policy.

Temporary Building Closure

The Church Board maintains responsibility for monitoring guidances issued by:

- The New York State Public Health Department,
- The Jefferson County, NY Health Department,
- The United States Center for Disease Control (CDC)
- The Unitarian Universalist Association (UUA)

The Church Board shall use information from the Health Departments, CDC and the UUA to determine when temporary closure of the church building is necessary. A formal statement shall be prepared and issued by the Church Board regarding changes to church accessibility.

Exceptions to accessing the closed building are the following:

- Small groups or individuals that have agreements to use the Church building
- People preparing for hybrid worship services.

Contractors and volunteers needed for upkeep and maintenance.

References:

Considerations for Communities of Faith | CDC

ReligiousandFuneralServicesMasterGuidance.pdf (ny.gov)

www.uua.org/safe/pademic/gathering-guidance

NYS-COVID19-Tracker

UU Church of Canton Covid Safety Plan, First Unitarian Universalist Church of Canton.

All Souls Unitarian Universalist Church, ADDENDUM TO USE OF BUILDING

REQUEST FORM Healthy Hygiene Practices

Developed 9/23/21

Smoking Policy

The building and areas within 25' of the building are smoke free.

Developed 12/8/87 Revised 12/16/09, 10/28/21

Storage Policy

Our church does not have room for storage of personal property. Groups that meet on a recurring basis may be provided limited storage areas for equipment and supplies.

Group items shall be stored in those areas neatly. Items abandoned will be placed in a designated lost and found and disposed of periodically. The church refrigerator is for temporary storage of food prior to an event, not for leftovers or for long term stockage. Everything left in the refrigerator on Sunday mornings is the property of All Souls, to be used for coffee hour.

Developed 7/26/16 Revised 10/28/21