

# UNITARIAN UNIVERSALIST CONGREGATION OF LAKE COUNTY

## *Policies & Procedures for Event/Class/Meeting Proposals*



### PROTOCOL: POLICIES AND PROCEDURES FOR MEMBER-SPONSOR

#### I. Every UUCLC Event/Class/Meeting Must Have a UUCLC Member Sponsor

#### II. Member-Sponsor:

##### A. Plans and executes the Event/Class/Meeting:

1. Makes arrangements to open and close the building
2. Sets up before the Event/Class/Meeting ; Cleans up after Event/Class/Meeting restoring space to condition before Event/Class/Meeting
3. Adheres to the policies and procedures for building occupancy

#### III. Please Adhere to the Following Steps for Submitting all Event/Class/Meeting Proposal Forms which Require Approval for Building Occupancy

##### A. Member-Sponsor:

1. Completes UUCLC Event/Class/Meeting Proposal Form from church web site

\*Note: Member-Sponsor should check church web site for its Calendar for potentially available dates. Additionally, alternative requested event dates may be provided just in case there are other issues of availability for requested event date.

2. Obtains and submits any additionally required data:

a. If Event/Class/Meeting involves physical activity, one of the following must be provided before Event/Class/Meeting starts:

- (1) Outside Vendor: Documentation of Insurance Policy
- (2) Participants Waiver of Liability

3. Submits Event/Class/Meeting Proposal Form and other required document(s) (e.g. Waiver) to Leadership Council Chairperson.

a. If web site's form malfunctions, prints and completes a hard copy of Event/Class/Meeting Proposal Form and any additional documents; scans hard copy for electronic submission. Church has scanner in the meeting room.

b. Electronically submits Event/Class/Meeting Proposal Form and any additional documents:

- (1) via email: [joyfulenterprise@comcast.net](mailto:joyfulenterprise@comcast.net).
- (2) Then text the following message to cell phone # 617-285-8548: "Proposal emailed"
- (3) \*Expect at least one week processing (although most times will be less than one week).

B. If Fee is Being Charged: At any Event/Class/Meeting where fees are collected, at least one (1) of the two (2) persons who collect and control the funds shall be a member of the Fundraising/Finance Committee. Where donations are collected, there will eventually be a donation box to be subsequently submitted to Fundraising/Finance Committee member.