

Relevant UUS Policies & Procedures

Events at UUS are expected to abide by all applicable policies and procedures. Some of the most relevant are summarized below. Please consult with the office or review the Policy & Procedures Manual for additional rules and requirements.

Alcohol

Only wine, beer, and champagne may be served at UUS events. Two persons over 21 must attend any station serving alcohol and take reasonable care to prevent minors from being served, checking IDs as necessary. The serving table must have appropriate signage and alcoholic beverages must be clearly labeled. Equivalent access to non-alcoholic beverages must be provided at a separate, widely-removed station, and be comparable in attractiveness, prominence, and accessibility. Alcohol will not be served to any person who appears to be intoxicated or otherwise unable to use such beverages responsibly. Alcohol may not be sold, either directly or indirectly, through voluntary contributions or otherwise (this includes tip jars). Those serving alcohol must not pressure adults who wish to refrain to accept alcohol. Persons under 21 will not assist in the clean-up of alcohol stations, nor discarded glasses, and leftover alcohol must be removed from UUS or stored in a locked cabinet.

Childcare

A Childcare Request Form must be approved by the Childcare Coordinator before the event can be scheduled (available online or through the office). All events providing childcare in a separate room or area (including the grounds) must always have at least two background-checked & safety trained persons over the age of 14 supervising per area (additional supervisors may be necessary for large groups of children). The use of paid childcare must be arranged in advance with the DLRE or Nursery Supervisor. Unpaid volunteers providing childcare for UUS events must be UUS members and their names must be recorded with the DLRE. Childcare workers or volunteers working through a mealtime must be provided with a meal.

Fundraising

A Fundraising Event Request Form must be approved by the Executive Committee before the event can be scheduled (available online or through the office). Approval can take up to two weeks. All event proceeds must be counted by the event organizers and be submitted to the office for deposit (labeled with the event name, total amount, and budget line for allocation). Any checks should be made out to UUS with a memo noting the event or purpose. Expenses related to the event (including passing over funds raised) will be paid in accordance with standard UUS procedures. Expenses cannot exceed receipts, unless the event has authorized access to budgeted funds. Any event selling access to an item or experience with a set value should inform participants and the UUS office of the fair market value, as any donation exceeding that amount may be eligible as a charitable deduction. Any non-UUS beneficiaries must align with the mission, vision, and principles of UUS, and must be consistent with our not-for-profit status. Political fundraisers for individual candidates or parties are not permitted, but support for causes related to an election or political event may be considered.

Keys/Building Access

Events needing after-hours access to UUS may check out an entry-level key or key card for their event. A refundable key deposit and a signed Key Checkout Form are required. The key/keycard will be checked out to the person overseeing the event and may not be loaned to others. They are due back to the office within two business days after the event, unless otherwise negotiated with the office. Alternatively, the event organizer may coordinate with the office to have the handicap-accessible doors programmed to be unlocked for the event.

Publicity

All public UUS events are posted on the calendar, upcoming events page of the website, and, as space and deadlines permit, in the weekly email, orders of service, and the monthly newsletter. Many are also published as

Facebook events. The Publicity Committee may choose to provide additional publicity for an upcoming event out of their own budget if it meets their criteria for an important congregational or community event.