

Building Guidelines for Community Use

October 22, 2021

The following guidelines are for community groups who want to use our building for their events. It is recognized that these guidelines will not be adequate for all individuals; some people may feel safer remaining home until a later time. For the rest, we are assuming you are willing to accept the personal risk of being together inside.

***note that the Reopening Team may determine that Marion County covid levels are too high, or there has been a potential exposure or outbreak within UUCS resulting in all onsite events being canceled until this is resolved**

Vaccinations: anyone entering the building must have proof of vaccination or medical exemption.

Submit a Rental Agreement form All community groups wanting to use the UUCS building facilities MUST contact the Office to obtain a rental agreement and be scheduled and approved for entry and use. There are specific Rental Agreements for various groups/events, including non-profits, the public, UUCS members and UUCS Member Supported Groups. The office staff will provide the appropriate Rental Agreement form to your group upon request.

Contact Person: The Contact Person is the person in the community group requesting rental of the building space. They will receive instructional documents/guides and must agree to be responsible for ensuring each person participating is given all guidelines and agrees to any and all policies in advance, staying compliant while on site and ensure lock up procedures are followed

The Contact Person is responsible for filling out our Contact Tracing form for ALL persons entering the building during their scheduled time. At the end of your event, before arming the system if you are locking the building, place the completed Contact sheet in a plain envelope and place it in the workroom Office inbox. Be sure information is complete and date and time is included. (Beginning and end times are needed so any possible exposures can be tracked.)

UUCS Liaison must be assigned by the UUCS office for all Community Groups/Rentals. The liaison will ensure compliance with agreed use and adherence to all COVID restrictions including checking vaccination status. The Liaison MUST be present for the entire duration of your event. You must have 2 Liaisons for groups of 75-150 and 3 Liaisons for groups of 150 or more

Covid Screening All persons entering the building must provide Full name, valid phone number, and answer the Covid Screening Questions before entering. This information is for the purpose of contact tracing only.

Masks All persons entering our building must wear a mask at all times, unless they are under 5 or have a valid, documented medical exemption.

Setting up the sanctuary: The UUCS Liaison will work with your group to stage/set up the sanctuary for your needs and to ensure covid safety. At the end of your event in the sanctuary, it will returned to its original staging.

Leaving the building Groups must leave at the agreed upon time, to ensure the appropriate time between groups has lapsed so that air is circulated for covid safety.

Lock up procedures – the event Liaison will coordinate with the UUCS Congregational Administrator for building access and lock-up for your event.

If any person(s) in your group refuse to comply with ALL regulations, requirements and guidelines they will be asked to leave. Refusal to comply will result in us calling local authorities. YOU as the renter will be responsible for any associated costs with removal of non-compliant guests. If your party violates the terms and conditions laid out in the rental agreement your event will be cancelled and you will be asked to vacate the premises immediately. If your event is cancelled due to non-compliance with your rental agreement terms and conditions you will NOT be refunded. If your event must be cancelled for any reason outside of the terms of your agreement (For example, if building must be closed due to change in metrics, ordinance, or for special cleaning/sanitation after possible exposure) you will be offered a reschedule date or refund.