

EVENT SPONSORSHIP BY OUUC COMMITTEES OR PROGRAMS - PROCEDURE

Events that are part of OUUC programs (that fall under one of the five ministry areas) are not charged for building use. This procedure is focused on those groups not directly connected to OUUC ministries. Since there are many worthy causes and many non-profit groups looking for meeting space, it is helpful for us to determine how we can best support OUUC activities, while helping other organizations with whom we partner. OUUC may limit the number of organizations supported.

In the case of non-profit organizations seeking to rent space:

The Congregational Administrator will receive a building use application and will determine if meeting space is available. If there are questions about the suitability of the group requesting to rent space, the Congregational Administrator will seek input from the Accountable Persons Team, or any church leader who may be familiar with the organization.

In the case of non-profit organizations seeking to use space free of charge:

The Congregational Administrator will receive a building use application and request for fee waiver and will determine if meeting space is available. The Congregational Administrator will bring the request to the Accountable Persons Team who will determine if the sponsorship will fit with the OUUC Mission and Ends, and then determine the ministry area most appropriate to offer sponsorship. Once a ministry area is assigned, the Accountable Person for that area will seek an OUUC sponsor.

The sponsor (individual or group) will:

Be the assigned contact for communication with the sponsored group.

Assure that the sponsored group is aware of and in compliance with OUUC building use policies.

Assist with events, as needed.

