Appendix A - Event Sexton Request Form
Event Sexton Request Form

Date: ___________________ Time: ___________________

Location – Buildings: __________________________________________

Event: __________________________________________________________

Event Contact Person: ____________________________
Address: ____________________________ Email: ____________________________
Phone: ____________________________

Sexton Contract Rate:
$50 clean-up only for up to 3 hours
$75 Set-up and Clean up for up to 5 hours
$15 for each additional hour

Event Sexton: __________________________________________
Address: __________________________________________
Phone: ____________________________ Email: ____________________________

Set-up instructions:
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Clean-up Instructions:
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Please specify which buildings and rooms that will require vacuuming, sweeping, mopping as well as the kitchens & bathrooms that will need to be cleaned and resupplied.

Who is paying for the event sexton?

_____ This is a congregational event. Event Sexton Budget will be charged.
Authorized by: ____________________________

_____ This is a member event (i.e., wedding, celebration of life, etc). The member securing the rental will pay the sexton directly.

_____ This is an outside rental. The renter will pay the sexton directly.

Copies to
UUCC Office Administrator
UUCC Treasurer or Renter for payment
ROOM RENTAL AGREEMENT
AND
REQUEST FOR PAYMENT

Contact Person: ________________________________________________
Organization: _________________________________________________
Address: _____________________________________________________
Telephone: _________   Fax: ___________   Email: _____________________

Thank you for reserving meeting space at the UUCC on the following dates and time:

_________________________________________________________________

_________________________________________________________________

You have reserved the Fellowship Hall/Kitchen for the following: $60 for up to 4 hours or $100 per day.

You have reserved the Sanctuary for the following: $200 for up to 4 hours or $250 per day (must have advance permission from the Minister).

You have reserved the Meeting Room in the church building or at 6 Summer Street for the following: $30 per use.

An Event Sexton may be required for all day events. (See Event Sexton Request Form for additional information and/or fees)

Total room fee due: _________

Please make payment to the UUCC prior to using the room. Call 622-3232 one week prior to rental date to arrange for a key. Please make yourself at home and follow the instructions provided to you with the key.

See back side of this form for instructions on building use.

_________________________________________________________________

Signed/Printed Name       Key #   Received     Date

Appendix B - Room Rental Agreement-Page 2
Before Meeting:
☐ Renters are responsible for setting the room up to meet their needs
☐ Kitchen is available; please bring your own coffee, tea, sugar, milk and paper products. The dishwasher is for church events only
☐ Doors remain unlocked by using the lex key hanging to the left of the outside doors
☐ No use of alcohol without prior written approval
☐ Please instruct all attendees not to smoke in (or at entrances of) the buildings

After Meeting:
☐ Please turn off all lights
☐ Please turn heat down to 55 degrees
☐ Please close and lock all windows
☐ Please return room to its original set up (chairs, tables, etc)
☐ Please bag all trash and remove all food
☐ Please be sure all kitchen appliances are turned off
☐ Please lock the outside doors using the lex key and return the key to the hook to the left side of the door.
Appendix C – Member and Guest Information and Consent

Member and Guest Information and Consent

Please Note: Provide only personal information you are willing to share in the UUCC directory.

Name: ______________________________________

Address: ____________________ City: _______________ State: ______ Zip code ______

Home phone: __________________________ Cell phone: ____________________

Email: ________________________________

Partner: ________________________________

Children(s) name(s) including their ages: ______________________________________

Please choose one: Member: ___________ Friend: ________________

Media Consent Form

Permission of Media use has been granted for the following family members: __________________________

Permission is granted for use of images to be used as indicated below:

☐ Images of the above noted family members may be used on the UUCC Website, literature or displayed in church building

☐ Images of the above noted family members may be used as part of UUCC pamphlets, brochures, and Curriculum and RE Informational booklets.

☐ Images of the above noted family members may be used for newspaper publications announcing ceremonies, appreciation ceremonies, coming of age rites, Social Justice participation, church events, etc.

☐ Images of the above noted family members may be used at meetings, lectures, and workshops designed to educate teachers and congregations about Religious Education, Church Community, spiritual development and social justice endeavors.

☐ Images of the above noted family members may be used in public presentations during Unitarian Universalist Community church Public events or for use in welcome packets for potential families who may join UUCC.

☐ Images of the above noted family members may be used on the UUCC Website.

Signature __________________________ Date ______________

☐ Please DO NOT use ANY images of the above noted family members in ANY way

Signature____________________________ Date ______________

Office Use Only: Mem Info _____ UUA _____

Email List: All Contacts _____ Membership _____ Congregational _____ Newsletter _____

4
Appendix D – Self-Inspection Annual Checklist

Self-Inspection Annual Checklist
Adopted by Board June 10, 2014

The Unitarian Universalist Community Church of Augusta Maine honors the inherent worth and dignity of all members, friends, and visitors. It is for this reason the membership seeks to provide a safe church environment. This checklist has been developed to monitor and respond to potential problems in the church buildings and grounds that may affect access and safety.

Who: Building and Grounds Committee   Frequency: Annually in September

ANNUAL FIRE DRILL   COMPLETED: CHURCH_____ DREW_____ JUDD_____

Building and Grounds:

Are roofs inspected annually?

Are walkways kept clear of loose gravel and other foreign materials?

Are there any tripping hazards on the sidewalk, lawn or parking lot?

Are there potholes in the driveways or parking lot?

Is there a wheelchair-accessible ramp, and is it inspected frequently?

Are sidewalks and steps free of raised cracks or chips?

Are handrails securely anchored?

Are trees maintained and located so as not to allow access to upper floor windows or roofs?

Is there a separate shed to store paint, gasoline and other flammables?

Cold Weather Concerns:

Is snow removed promptly from entryways, sidewalks and parking lots?

Are ice and other slick spots treated as soon as possible?

Is snow and ice removed immediately from above the doorways and walkways?

Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?

Electrical and Grounding:
Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet?

Are portable electrical tools and equipment grounded or of the double insulated type?

Are electrical appliances such as vacuum cleaners, polishers and vending machine grounded?

Are any electrical cords frayed, cracked or dried out?

Are properly grounded receptacles placed where machinery or tools are used?

Are refrigerators, freezers, air conditioners and electrical water coolers grounded?

Do extension cords being used have a grounding conductor?

Do extension cords being used have a grounding conductor?

Do you use the proper size fuse for each circuit in your fuse box?

Are circuits identified on the fuse box cover?

**Kitchen:**

Is there an easy exit from the kitchen to the outside of the building?

Is the kitchen exit located away from the potential source of a fire?

Is the kitchen area, including appliances, walls, floors, etc, free of grease accumulation?

Is the kitchen fire extinguisher mounted on a wall near and outside exit?

Is the fire extinguisher a Type-K?

Are proper waste containers used for waste food accumulation?

Are waste containers emptied immediately when filled?

Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?

Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?

Are hot pads and mitts readily available for handling pots and pans?

Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping?

Are rugs, carpets and floor tiles promptly repaired?
Are “walk off” mats used at all entrances to collect grit, water, ice, and snow?

Are “walk off” mats cleaned frequently?

Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated?

**Stairway Conditions:**

Are standard stair rails or handrails on all stairways with four or more steps?

Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

Do stairway handrails have a least 1 ½ inches of clearance between the handrails and the wall or surface they are mounted on?

Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?

Is the rise in concrete at the entranceways identified to prevent slips and falls?

Is there proper illumination on stairways and access to light switches on both levels?

**Access to Exits; Exit Markings:**

Do all emergency exits open in an outward direction?

Are all emergency exit doors equipped with panic hardware?

Are all emergency exits kept unlocked and free of obstructions when buildings are occupied?

Are there two exits, remote from each other, for each level of the building?

Are all exits marked with a lighted exit sign and also powered by an emergency source?

Are exit route maps displayed at regular intervals throughout your facilities?

Is emergency lighting tested regularly?

Is it a policy to replace backup batteries in exit signs and emergency lights once a year?

Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, “NOT AN EXIT,” “TO BASEMENT,” “STOREROOM” and the like?

**Machinery and Equipment:**
Are heating and air conditioning systems inspected at least annually by a qualified contractor?

Are boilers and hot water heaters equipped with a pressure and temperature relief valve?

Are lawn mowers and all gasoline powered equipment stored in a detached storage building?

Are ladders maintained and in good condition at all times?

If a ladder is being used to gain access to a roof or upper platform, does it extend at least 3 feet above the point of support?

Are metal ladders prohibited from use in areas containing electrical current?

Are ladders equipped with non-slip safety feet?

Are ladders stored indoors or otherwise protected from the elements?

Are all power and hand tools kept in good condition with regular maintenance?

Are power tools with hazardous moving parts equipped with proper guarding?

Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?

Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices?

**Security:**

Are keys to the building marked “Do Not Copy”

Is a record kept of individuals who have a key or access card?

Are grade-level and basement windows protected with window locks, wire mesh, or bars?

Are grade level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?

Are sacred objects, vessels and other valuables kept in a safe, vault or quality locked cabinet when not in use?

Is audio visual, office and musical equipment stored in a locked room or office area when not in use?
Appendix E - Policy for Application for Distribution of Keys

Policy and Application for Distribution of Keys for UUCC
October 2009

In order to provide a safe environment for members of the congregation and for non-members who use church facilities on a regular basis and to limit the number of keys in circulation, the following policy on keys is in effect.

- Employees, the President and the Treasurer of the UUCC will have keys to church buildings.
- All others who wish to obtain a key must fill out an application and submit it to the UUCC office. Applications will be reviewed by a committee composed of the Office Administrator and two Board members named by the President. Please note that an application does not automatically guarantee the receipt of a key.
- A list will be maintained in the UUCC office.

Name_________________________________________________
Committee/Organization____________________________________
Address_______________________________________________
Town_____________________________________________________
Telephone #(s)____________________________________________
Email____________________________________________________

Please state why you believe you must have a key. Please be specific; remember the number of keys distributed will be limited.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________
___________________________________________________________________

___________________________________________________________________

Office Notes:
Appendix F – Physical Item Donation Form

UUCC-Augusta Physical Item Donation Policy

Application date:______ Suggested committee:_______ Received by:___________

Any member or friend wishing to donate a physical item to the church is asked to put in writing, a detailed description of the item.

A recommendation to the Board of Trustees will come from the appropriate committee (Finance, Building and Grounds, Worship, etc.) as to whether or not to accept the item. The board decision will be based on the potential use of the item, its condition, and how it fits with the UUCC mission, decor or church activities.

On behalf of all the members of the UUCC of Augusta, we would like to thank you for your interest in our congregation and your potential donation.

Name:______________________________________________
Address:_____________________________________________
Phone/email (____)_____________________________________

Donation description:______________________________________
____________________________________________________________________

Approximate value:_____________________

Reason(s) for your donation:______________________________________

Although we appreciate your interest, please be aware that all donations and gifts to the UUCC-Augusta are subject to this Policy.

All donated items become the property of the church and will be accepted only on the condition that the Fellowship has the authority to make whatever final disposition of such materials it deems suitable.

Donors shall receive a receipt for their donation.

For office use

Submitting committee:__________________________
Recommend donation? ☐ Yes ☐ No Date________________
Comments:_____________________________________

Adopted by the UUCC of Augusta Board of Trustees. Dec 14, 2009
Document amended March 21, 2016 by Bruce Bierce
Appendix G – Check Authorization/Reimbursement Form

Unitarian Universalist Community Church
Check Authorization & Reimbursement Form

Date Requested: ________________
Amount Requested: ________________
Issue check to: __________________________________________
_________________________________________________________________
Payment/Reimbursement for: ________________________________
Charge to Budget Account #: ________________
Authorized by: ___________________________________________

Budget Codes:

**Personnel**

P1 Minister’s professional
P2 RE Coord professional
P3 Music Director Prof
P4 RE Youth Advisor Prof
P5 Event Sexton
P6 Nursery Care
P7 Pastoral Care
P8 Pianist
P9 Summer Spirit Play
P10 UUCCOO Director

**Program**

PG1 Adult RE
PG2 Finance/Stewardship
PG3 Flowers/Worship Items
PG4 Fundraising
PG5 History
PG6 Hospitality
PG7 Leadership Development
PG8 Membership & Growth
PG9 Music
PG10 Pastoral Care
PG11 Religious Exploration
PG12 **UNUSED**
PG13 Small Group Ministry
PG14 Social Activities
PG15 Social Justice
PG16 Worship Arts

**Administrative**

A1 Equipment Maintenance
A2 Office Supplies
A3 Postage
A4 Printing/Copying
A5 Publicity
A6 Telephone/Internet
A7 Web Design
A8 Misc / Contingency

**Facilities**

F1 Building Supplies/Maint
F2 Capital Improvement(Wi-Fi)
Appendix H – Application to Hold Fundraiser

Application Form to Hold Fundraiser on Behalf of UU Community Church  10/7/13

What is the fundraiser?_______________________________________________

Who is leading the fundraiser?________________________________________

Name of Person in Charge_____________________________________________

What is the date of the fundraiser?______________________________________

Who will benefit from this fundraiser? ___________________________________

How will this fundraiser support UU values? ______________________________

____________________________________________________________________

If the fundraiser is for another organization, such as the Augusta Food Bank or a school, how will the church benefit?

____________________________________________________________________

I will publicize this event.

I will be responsible for cleaning up the room(s) at the end of this event, getting the funds safely to the Treasurer marked as fundraising proceeds, and giving the total numbers to the Fundraising Co-Chairs.

Signed by___________________________________________________________

My E-mail address__________________________

My telephone number___________________________
Appendix I – Childcare Agreement

Unitarian Universalist Community Church Childcare Agreement

I have read the Religious Exploration Supervision and Safety Policies, Nursery Care Guidelines and Toward Safe Church and Congregation (Section IV) and understand how important it is to provide a safe and caring community in which our children, youth, and adults are respected, in which their self-worth is affirmed, and in which spiritual, social, and intellectual growth is encouraged.

I have contacted the Religious Exploration Coordinator to obtain a list of screened and recommended childcare providers and have used that list to provide childcare for my event.

If I have not used that list, I have made appropriate arrangements with the full knowledge and cooperation of the Religious Exploration Coordinator

Signed ___________________________    Date__________________

Event description and date(s) involved: _____________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Religious Exploration Coordinator Signature and Date: ______________

_____________________________________________________________
Orientation for Board Members

1. Attendance
   - 3rd Thursday of each month
   - No meeting in July
   - Importance of being at meeting to share your voice, discuss issues.
   - Annual Meeting: 1st Sunday in June
   - May have extra meetings due to budget process

2. Be prepared for meetings
   - Read emailed minutes of previous meeting(s)
   - Read Items distributed for discussion
   - Bring information to share with others

3. Listen to others
   - Ask questions for more information; clarification

4. Conflicts of Interest
   - Recuse self if necessary
   - State conflict if present

5. Represent church membership
   - Listen to member questions, feedback
   - Bring to Board
   - Liaison with committee(s)

Signed: __________________________________ Date: ____________

Printed Name: ________________________________
Binder Pockets

Front Cover Pocket – Church Directory

Inside Binder Pockets

R.E. Family Registration Packet
  Religious Exploration Prospectus
  Be an RE Volunteer
  Participant Registration
  Notice regarding the policies and procedures “Toward a Safe Church and Safe Congregation”

R.E. Teacher Packet
  Religious Exploration Prospectus
  Teacher’s Handbook
  Religious Exploration policies and practice (see Section IX)
  Volunteer Form
  Notice regarding the Policies and Procedures “Toward a Safe Church and Safe Congregation”
  Affirmation by Those Working with Children and Youth
  References Form
  Code of Ethics for Adults and Older Youth Who are in Leadership Roles
  Background Information
  Authorization Release of Confidential Substantiated Maine Child Abuse and Neglect Records Information (Maine Child and Family Services)

Back Cover Pocket – Annual Report / Budget