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Scheduling Events and use of UUCLV Facilities

Policy Statement

The Unitarian Universalist Congregation of Las Vegas (UUCLV) has a need to effectively and efficiently schedule events and facility usage. Procedures are required to ensure all who have a need for calendaring events and usage of portions of the congregation facilities may do so without creating unnecessary conflicts. If conflicts do arise, priorities need to be established for decision-making.

Responsible parties: Any activities to be calendared should be sponsored by the appropriate UUCLV group. If the event is sponsored by a member of UUCLV, the member needs to review Policy 4.02 (Rental Policy) before requesting the posting of the event. Posting to the calendar is done by sending an email to UUCLVCalendar@gmail.com with the relevant information (i.e. date, time, title, etc.) The Program Council or designee shall place the meeting on the Master Calendar. In the event conflicts for dates or location cannot be resolved, the Program Council will resolve the issue.


Procedures

All events or activities that involve the UUCLV, congregation, or the use of congregation facilities will be calendared at least one week in advance. Prior to the posting of these events or activities, the following must be accomplished:

- Committee approval, if required.
- Resolution of any conflicts. Program Council or designee shall inform committees of any scheduling conflicts so committees can resolve.
- Rental contracts signed, as provided for in Policy 4.02.

The following priorities will be used to determine approval or resolve conflicts in scheduling events, activities, or the use of facilities:

1. Events, activities, or the use of the facility which are related to approved UUCLV activities will have first priority as long as there is no conflict with any previously scheduled activity or standing congregational event.

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2. Second priority will be based on when the date of the event, activity of facility usage including rentals was selected. Generally, first come first served will be the guide.
3. Rental to outside groups will be the third priority for allocation and scheduling of facilities.

This overall policy and underlying procedure should not be construed as prohibitive. They are intended to be inclusive of the events, activities, and use of facilities that support congregational priorities.