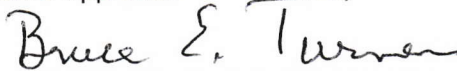
 Unitarian Universalist Congregation of Las Vegas (UUCLV) Policies, Procedures, and Guidelines	Policy: 4.01	Date: 3/27/2020	Page: 1
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Scheduling Events and Use of UUCLV Facilities

Policy Statement

The Unitarian Universalist Congregation of Las Vegas (UUCLV) must effectively and efficiently schedule events and facility usage.

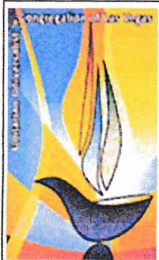
Procedures are required to ensure all who need to calendar events and use facilities may do so without creating conflicts. This policy establishes guidelines for setting priorities in scheduling and use.

Responsible parties: Any activities calendared should be sponsored by a UUCLV group or member. Any member or group sponsoring an event must review the Use Agreement, Policy 4.01a, before submitting the event to the Office Administrator for posting. The Office Administrator will notify the member of any scheduling conflicts. Use of the facility will generally be granted on a first-come, first served basis. In case of conflicts, the Minister or a member of the Board of Trustees will resolve the issue.

Procedures

All events or activities that involve UUCLV, congregation, or the use of congregation facilities will be calendared at least one week in advance.

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Prior to the posting of these events or activities, the following must be accomplished:

- Committee approval, if required.
- Resolve scheduling conflicts. Board Liaison for Committees shall inform committees of any scheduling conflicts so committees can resolve.
- Sign Use Agreement (Policy 4.01a)

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

- Events and uses related to approved UUCLV activities will have first priority as long as there is no conflict with a previously scheduled event.
- Second priority will be based on when the date of the event was requested. Generally, first-come, first-served will be the guide.
- Usage by 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.

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