

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
BUILDING USE PROTOCOL**

Committees, councils, and other sanctioned groups of the church may reserve and use rooms on campus for church related meetings or activities. Church members who wish to reserve rooms for personal business should refer to the “Rental Policy.”

Reserving a room:

1. Determine what size room you need for your activity. Below is a list of available rooms on campus and the approximate number of people each room will accommodate:

Fellowship Hall	up to 100
Lounge	10-15
Reeb/Anthony Room of Jefferson Bldg	25-30
Clara Barton Room of Jefferson Bldg	10-15
Darwin/Lee Room of Thoreau Bldg	15-20
Mary Shelley Room of Thoreau Bldg	8-10
Beatrix Potter Room of Longfellow Bldg	15-20
Sophia Fahs Room of Longfellow Bldg	8-10
Conference Room of Dorothea Dix Bldg	10-15

Please note that due to security alarm issues the Conference room can only be reserved during regular office hours (Sunday – Thursday, 8:00am-2:30pm) or outside of regular office hours, if there is someone in your group who has access to the alarm codes, such as the minister or DLRE.

2. Check the Events calendar located on the church website at www.uusat.org to see if the room you want is available on the date and time you desire.
3. Contact the office manager in person, by phone (210-344-4695,) or by email (office@uusat.org) to make the reservation. The office manager will place your reservation on the Events calendar to hold your spot. Please note that there some rooms reserved by renters. These reservations will not appear on the Events calendar. The office manager will let you know of any conflicts so that you can choose another room, date, or time.
4. A key to the campus buildings will be given to a representative of the group. That representative should be either the chair of the group or someone appointed by the chair. The key may be kept until the activity is over, the room is no longer needed, or another representative is appointed. At that time the key should be turned back into the office. Do not transfer keys from one person to another. If a new representative is appointed, the old representative should turn in the key and a new key will be issued.

Using a room:

1. With the exception of the Fellowship Hall and Sanctuary, all of the buildings have their own thermostat located in the central corridor near the bathrooms (in the Lounge the thermostat is located near the pass through to the kitchen.) It is the group's responsibility to turn the air conditioner/heat on when they arrive and to turn it off before they leave. On particularly hot or cold days, it is advisable to come early and turn on the air conditioning/heat to insure your room is comfortable.
2. The thermostat in the Lounge/Kitchen area of the Channing Murray Building only operates air conditioning. There is no heat in that part of the building. Because of this a space heater that looks like a small fireplace, was purchased, to provide heat. If you use the space heater, it is vitally important that you turn it off before leaving campus. Leaving it on unattended presents a huge fire risk.
3. The Fellowship Hall and Sanctuary air conditioning and heat is programmed through the church office. Once your room reservation is placed on the Events calendar, the office manager will program the air conditioning/heat for your event.
4. It is the group's responsibility to turn off all lights and lock all doors after their meeting or event has concluded and to leave the rooms in the same condition as when they arrived.