

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
BUILDINGS AND GROUNDS MODIFICATION POLICY**

To improve communication and coordination of campus-wide projects involving all changes to First UU buildings and grounds, the following policy has been developed for use by all committees, church groups, and congregants.

New projects involving changes to any of the church buildings and/or church grounds must be reviewed and approved by the Facilities Team prior to implementation. The Facility Team encourages submission of all varieties of project ideas. Typically the Team looks to approve all projects unless there is a significant aspect of implementation and/or sustainability that needs further attention.

Consideration for project approval will be based on information provided on the “Buildings & Grounds Modification Request” form, available online at the First UU website which will include:

- goal/purpose of the project relative to church Mission and Ends
- description of material and labor costs
- specific timeline for implementation
- guidelines for sustaining the project once implemented, including:
 - ability to meet expected continuing costs needs
 - person hours and labor source needs for continued operation.

Request form shall be submitted to the Chair of the Facilities Team and to the First UU Office Manager. The Office Manager will inform Minister prior to review by Facilitates Team for feedback and comments.

Requests will be reviewed by the Facilities Team at their next regularly scheduled meeting. The requester may be asked to be present at the Team meeting at the time of review.

Address questions to either the Facilities Team Chair or the Office Manager.