

**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 free of charge. Church members who wish to reserve rooms for personal activities or outside events should contact the church office.

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.

Sanctuary	450
Choir Room	20
Fellowship Hall	100
Lounge	15
Bldg 4, Room 402	10
Bldg 4, Room 403	25
Bldg 4, Room 404	20
Bldg 5, Room 501	30
Bldg 5, Room 502	10
Bldg 5, Room 503	20
Bldg 6, Room 601	15
Bldg 6, Room 602	10
Bldg 6, Room 603	20
Bldg 6, Room 604	15

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. The website calendar only shows public events. Private events are not shown, so it is advisable to select a second and third date as well, in case your first choice is unavailable.
3. Contact the congregational administrator 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.
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.

5. If the event is going to take place in the evenings or other “off” hours, you will also be given a gate key. This gate key will be under the same protocol as the room or building key above.

Using a room:

With the exception of the Fellowship Hall and Sanctuary, all of the buildings have their own thermostats located in the central corridor near the bathrooms (in the Lounge the thermostat is located near the pass through to the kitchen and in the Choir room it is located on the wall near the bathroom.)

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 a bit early and turn on the air conditioning/heat to insure your room is comfortable.

The thermostat in the Lounge/Kitchen area of the Fellowship Hall building only operates air conditioning. There is no heat in that part of the building. You may turn on the fireplace space heater but make sure to turn it off before leaving.

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 congregational administrator will program the air conditioning/heat for your event.

It is the group’s responsibility to turn off all lights and lock all doors and gates after their meeting or event has concluded and to leave the rooms in the same condition as when they arrived.