

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 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	400
Choir Room	20
Fellowship Hall	100
Lounge	30
Conference Room*	15
Bldg. 4, Room 402	15
Bldg. 4, Room 403	25
Bldg. 4, Room 404	25
Bldg. 5, Room 501	30
Bldg. 5, Room 502	15
Bldg. 5, Room 503	15
Bldg. 6, Room 601	15
Bldg. 6, Room 604	15

*The Conference Room is typically only available during normal business hours (Monday – Thursday 9:00 am to 3:30 pm or Sunday 8:00 am to 2:00 pm).

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. Please note that 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 administrator will place your reservation on the church calendar to hold your spot.
4. The appropriate keys and/or codes will be issued to a representative of the group to allow you to access both the campus and the building you will be using. That representative should be either the chair of the group or someone appointed by the chair. The keys 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 Sanctuary, all of the buildings have their own thermostats to control heat and air conditioning. 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 Sanctuary air conditioning and heat is programmed through the church office. Once your room reservation is placed on the calendar, the administrator will program the air conditioning/heat for your event.
3. 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.