

## **UCC Room Use Policy**

Meeting the needs of UCC members is the primary purpose of our facility. This includes worship, education, service and outreach programs, fellowship and other committee activities.

To carry out this purpose, rooms in the church are available for regular use by UCC committees and activities upon approval by the Board of Directors provided that regular use by all committees and activities is subject to the needs of the Religious Education program (RE), the Cheyenne Interfaith Hospitality Network (CIHN) and other programs as may be identified by the Board of Directors.

Conditions of use:

1. Committees and activities wishing to use a particular room on a regular basis must fill out a building use request form.
2. The building use request form must be approved by the Board of Directors.
3. The room must be available for use as needed by RE, CIHN and other programs identified by the Board. Available for use means:
  - a. Keeping the room free of permanent fixtures and/or decorations that make the room unsuitable for use by other programs;
  - b. Temporarily removing fixtures and/or decorations in order to make the room available for use by other programs.