

First Unitarian Universalist Church of Berks County

Guidelines for Committees Planning Meetings and Events

Committees needing meeting space should:

1. Contact the Office Administrator in order to specify the room, day and times needed for the meeting.
2. Make arrangements to have access to the building and to comply with opening and closing procedures. Arrangements to borrow a key may be made through the Office Administrator.
3. Leave the building in the condition in which it was found, including, but not limited to cleaning any cups and other dishes used in the kitchen.
4. Notify the Office Administrator of any cancellations so that the room may be freed up for other use.

Committees planning church events:

There are no fees for committee sponsored or church-wide events. Committees wishing to organize a church-wide event should contact the minister to determine how that event can best be coordinated with the goals of the church and the annual calendar.

Adopted: 7/10/07

Revised: 1/18/11