

## FUUSB SPACE USE POLICIES (Updated December 2023)

***Group leaders are responsible for ensuring that participants adhere to these policies.  
Any exceptions must be approved in advance by FUUSB staff.***

1. All space use must be scheduled in advance and approved by FUUSB staff. Please email the Ceremony & Scheduling Coordinator at [erin@uusociety.org](mailto:erin@uusociety.org) with any questions.
2. Organizers should consider those who do not feel comfortable meeting in person and ensure that they can still participate in the activities of the group.

### **Current COVID Safety Policies**

***Please review our current COVID safety policies before your event, as they are updated regularly.***

3. Please be familiar with and follow Vermont Dept. of Health COVID guidelines: [healthvermont.gov/disease-control/covid-19/covid-19-symptoms-treatment](https://healthvermont.gov/disease-control/covid-19/covid-19-symptoms-treatment)
4. Anyone experiencing possible COVID (or cold or flu) symptoms should not attend gatherings.
5. While at the Meeting House, masks are strongly encouraged.
6. Groups must adhere to current FUUSB gathering size and space capacity limits for each space.
7. During indoor gatherings in rooms other than the Sanctuary, interior doors and some windows must be open for ventilation if possible. In the Sanctuary, staff will prop specific doors, which must remain open. In the basement Community Room, the exhaust fan must be on.
8. We encourage groups to maintain a record of attendees in case close contacts need to be notified of a COVID infection.
9. **FUUSB groups only:** If you would like to have participants register for your event through [Realm](https://realm.com) or [rsvp.church](https://rsvp.church), please email [mary@uusociety.org](mailto:mary@uusociety.org). If you develop a COVID infection after being in the building, please follow the instructions on the [Vermont Department of Health website](https://www.vermont.gov/health) and contact [Christina](#) so that she may notify others with whom you may have had close contact.

### **General Site Use Policies**

10. Smoking, alcohol, or drug use are not allowed on the property, including parking lots.
11. Food or beverages (other than water) are not permitted in the Sanctuary.
12. After the event, groups are expected to clean up space used. Please use appropriate recycling, compost, or trash receptacles.
13. Parking lot is not available before 5 p.m. on weekdays. If event begins before 5 p.m. the driveway may be used as space permits.
14. Group leaders are responsible for payment for any FUUSB property damage or loss.
15. If event times change, please email [erin@uusociety.org](mailto:erin@uusociety.org) to determine if schedule changes are possible. Please also notify us of other changes such as facilitator contact information.
16. **Cancellations:** If you need to cancel your reservation, please email [cancellations@uusociety.org](mailto:cancellations@uusociety.org).

### **Rental-Specific Policies**

17. Non-FUUSB events open to the public require a current certificate of liability insurance to be submitted before the event date, with First Unitarian Universalist Society listed as additional insured.
18. Any deposits are due at time of reservation and are non-refundable. Balance is due by day of event. Payments must be mailed to FUUSB, 152 Pearl St., Burlington, VT 05401.