

MVUC MEETING ROOM REQUEST FORM
PLEASE KEEP A COPY FOR YOUR RECORDS

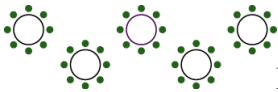

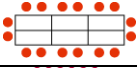
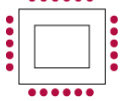
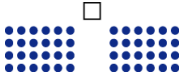
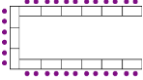
DATE FORM SUBMITTED _____

**** COVID-19 GUIDELINES ON LAST PAGE ****

CONTACT INFORMATION	CONTACT NAME	SPONSORING GROUP	RENTAL?
	EMAIL	PHONE(S)	
EVENT INFORMATION	ACTIVITY/EVENT NAME		
	DESCRIPTION VIEWABLE ONLINE CALENDAR		
	IF RECURS/ONGOING (no end date) IF SO, WHAT DAY OF WEEK OR MONTH?		
	DATE OF ACTIVITY/EVENT		
	IF REPEATS, PROVIDE OTHER DATES		
TIME REQUESTED		BEGINS	ENDS
	SETUP IF NEEDED (1 HOUR IS NORMAL)		
	ACTUAL ACTIVITY TIME		
	CLEAN UP TIME (1 HOUR IS NORMAL)		
SPACE REQUESTED	MEETING HOUSE <input type="checkbox"/> CHAPEL <input type="checkbox"/> COMMONS <input type="checkbox"/> KITCHEN <input type="checkbox"/> TERRACE <input type="checkbox"/> NURSERY <input type="checkbox"/> Zoom	OFFSITE LOCATION	
	CARRIAGE HOUSE <input type="checkbox"/> TEEN ROOM <input type="checkbox"/> OTHER:	HOLLIN HALL 1ST FLOOR: <input type="checkbox"/> DINING RM <input type="checkbox"/> FIREPLACE RM <input type="checkbox"/> PATIO <input type="checkbox"/> BREAKFAST PORCH <input type="checkbox"/> SUN PORCH <input type="checkbox"/> FOYER <input type="checkbox"/> KITCHEN 2ND FLOOR: <input type="checkbox"/> MORNING RM <input type="checkbox"/> GREEN RM <input type="checkbox"/> BLUE RM <input type="checkbox"/> LIBRARY	
CHILDCARE For MVUC activities	IF YES, IS CHILDCARE PROVIDED? YES _____ NO _____ IF YES, IS CHILDCARE SPACE REQUESTED? YES _____ NO _____	NOTE: As host of this event you are responsible for arranging for a childcare provider. Per MVUC policy, only MVUC approved childcare providers are allowed. An approved list is available from Ann Richards dls@mvuc.org or Jim Kerr reassist@mvuc.org .	

CHOOSE SETUP BY CIRCLING BELOW:

ADDITIONAL SPACE IF NEEDED:

Setup Style	Tables	Chairs/table
 <p>Banquet</p>		
 <p>Classroom</p>		
 <p>Conference</p>		
 <p>Hollow Square</p>		
 <p>Theater Style</p>		
 <p>U-Shape</p>		
<p>Other Layout: Please draw in space provided to the right.</p>		

PERSON RESPONSIBLE FOR EVENT MUST:

- Sign for a key during normal office hours (if required) and return key to the office soon after event has taken place.
- Do not block doors (fire regulation). Keep doors closed when not in use.
- Know what the emergency procedures are (i.e. location of first aid kit and how to disable the fire alarms.)
- **Return chairs and tables to their original position, or if requested, set up for the next event.**
- Turn off all lights and appliances and lock all doors and windows.
- Empty full trash cans into the dumpster. Separate metal, plastic, paper, and cardboard into appropriate bins. Remove dirty diapers from premises. **Leave the rooms free of debris out of consideration for others.**
- Be responsible for the clean-up and set-up of the Chapel for Sunday service, if having a Saturday late afternoon or evening event in the Chapel. You will obtain directions from the office.
- Not tape/nail anything to walls and windows nor decorate with nuisance materials (i.e. glitter, etc.). Do not place anything on the pianos. Candles (only used in Meeting House) must be dripless and in globes or votives.
- Not permit smoking in any buildings, including restrooms and vestibules.
- Understand that if I have an event on Tuesday, Wednesday, or after a holiday, I will probably have to set up for the event myself.
- Understand that our custodian, Derick Spencer, works from 7 AM to 3 PM, Thursday through Monday (except on holidays observed by the church.)

BEFORE SUBMITTING: (1) Make sure you have read and completed this form.

(2) Read the guidelines for COVID-19 (next page)

**(3) Leave copy in mailbox for: Carolyn White
- and/or scan and email to: calendar@mvuc.org**

Guidelines for Church and Congregational Activities During the COVID19 Pandemic
Adopted by the MVUC Board of Trustees
Based on Recommendations from the MVUC Task Force on Re-Opening
Current as of August 11, 2020

Although we are in a time of physical distancing, Mount Vernon Unitarian Church activities and programs continue to serve our community and the mission and vision of this church. Your Board of Trustees has adopted a set of guidelines for church and congregational activities during the COVID-19 pandemic. These guidelines regarding indoor and outdoor activities at MVUC are based on recommendations from the MVUC COVID-19 Task Force. ***Organizers of meetings, meeting leaders, and Committee/Council Chairs should take responsibility to review these guidelines and ask for compliance by meeting/event attendees.***

These guidelines will be updated regularly as circumstances change.

1. **Outside meetings** on church property can be held provided the following criteria are met
 - a. Maximum of 30 people
 - b. A minimum of 6 feet of distancing between people
 - c. Facial coverings that cover the nose and mouth must be worn
 - d. Chairs will not be set up
 - e. Participants should bring their own individual food and utensils
 - f. There should be no shared food or common drinks

2. **Types of outside events/meetings** that are currently allowed
 - a. Memorials
 - b. Church sponsored events/meetings
 - c. No rentals at least until end of 2020

3. **Indoor meetings** can be held provided they meet the following criteria
 - a. Maximum of 10 people
 - b. A minimum of 6 feet of distancing between people
 - c. Facial coverings that cover the nose and mouth must be worn
 - d. Only one group in the Meeting House and one group in Hollin Hall at the same time are allowed
 - e. Rest room use only in Hollin Hall. Rest rooms in the Meeting House are not to be used
 - f. Windows in restrooms need to be opened before use and closed when meeting is over

4. **Types of indoor meetings** that are currently allowed
 - a. Memorials
 - b. Church sponsored events/meetings
 - c. No rentals