

Facility Management Annual Report 2009

Purpose: To schedule use of the UUCC building, maintain a monthly calendar of usage.

Tasks:

Publish and distribute a monthly calendar of building use.
Coordinate internal committee and event dates & times.
Show building to outside parties interested in scheduling events.
Oversee signing of leases, collection of monies.
Arrange to open and close the building for outside groups.
Inspect after a group has used the building.
Determine if the deposit should be refunded.

Of Note This Year:

The nonprofits BrightStars Home School Group and the Connections Group (Hendricks Co. Mental Health Association's support group for adults with mental illness) continue to meet in Friendship Hall weekly except in the summer when the church is used as back-up if there is bad weather. Both groups use the church rent free.

The Board is working on a new policy for facility management. Some issues that need to be addressed are:

How much rent to charge a member who is holding a for-profit event
When to not charge the refundable \$100 deposit, and who will decide
How much rent to charge for weddings and other events

Also I would recommend expanding this committee to at least three people so that more than myself knows the ropes for facility management.

Submitted By
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