

TEAM ACTIVITY/EVENT REQUEST FORM



Instructions: To request a reservation, please complete this form in its entirety (2 sides) and return it to our administrative assistant Christy Miller - christy@uuccharlotte.org. Meeting times are available Monday - Friday between 5:30 p.m. and 9 p.m., Saturday morning until 11 a.m. or after noon, and Sunday after 1 p.m. Reservation requests will be considered in the order in which they are received. Requests from the Board of Trustees and/or Community Teams are given first priority.

Date: _____ Name or Title of Event: _____

Date of Team Activity/
Event (Open or Closed): _____

Expected # of Participants: _____ Start and End Time: _____

Primary Contact Person _____ Status of Primary Contact
(Member/Non-Member) _____

Preferred meeting space:

Conference Room	Sanctuary	Playground 1
Bernstein Room	Freeman Hall	Playground 2
Work Room	Kitchen	Playground 3
Nursery	Schweitzer	Fire Pit
Sigismund	Priestly	Other _____
Channing/Thoreau		

The Office Administrator/Coordinating Team may assign a different meeting space than requested based on availability and/or event size.

Which Best describes the relationship of the team activity/event to the congregation:

Adult Religious Education	Membership
Board of Trustees	Memorial Endowment Trust
Building and Grounds	Music
Communications	Open Door School
Community Building	Stewardship
Congregational Care	Intersectional Justice
CYRE	Other _____

Staff Member Liaison for Team Signature _____

Position _____

E-mail _____ Phone _____

Please answer the following questions below:

1.) Please describe the nature of your team activity/event (please be explicit and feel free to include any supporting documentation such as website information and handouts):

2.) Which ENDS statement does this team activity/event most relate to (see back page for list of ENDS):

3.) With the awareness that there are those among us struggling with alcohol and other substance abuse issues, will alcohol be served at this event? ____ If yes, please read the attached Alcohol Use Policy and sign it to indicate your agreement to abide by it. Return it with this completed form.

4.) Any other special requests, please list them here:

5.) Who is the point of contact in regards to using the space such as clean-up, set-up, supply checkout and opening and closing the space? This person will be the person contact if an issue

Signature _____ Date _____

ENDS Statements

AS A CONGREGATION, WE COURAGEOUSLY NAME THESE ENDS TO WHICH WE ASPIRE:

We are a joyful, loving, religious community of people who are deeply connected to each other.
Here people are heard, included and respected.

Our policies, programming and practices reflect an integrated understanding and experience of
spiritual, societal and environmental transformation.

We understand our personal, institutional and community involvement with systemic injustice and
inequity and we demonstrate a commitment to dismantling these systems.

We have deep and meaningful connections with others in our community invested in
working to end injustice and inequity.

Environmental stewardship is a priority in our personal lives,
within our congregation and with the larger community.

We are advocates for environmental justice alongside marginalized communities who
are disproportionately impacted by environmental degradation and injustice.

Office Use Only

Rooms will be ASSIGNED according to the size of the group and availability. Below is a list of available meeting spaces.

Lower Level	Upper Level
_____ Bernstein Room	_____ Sanctuary
_____ Conference Room	_____ Freeman Hall
_____ Work Room	_____ Kitchen
_____ Nursery	_____ Schweitzer Room
_____ Sigismund Room	_____ Priestley Room
_____ Fire Pit	_____ Channing/Thoreau Room
_____ Other _____	

Approved: _____ CT Signature: _____

Notified Contact: _____ Desk Calendar _____ Web Calendar _____ WebBlog _____

Declined: _____

Reason: _____

Unitarian Universalist Community of Charlotte Alcohol Use Policy (only fill out if needed for event)

This policy applies to official Unitarian Universalist Community of Charlotte (UUCC) events only – that is, those events hosted by UUCC. All applicable federal, state and local laws are to be followed.

Guiding Principles

Our ENDS call us to be caring....

- Make events comfortable for drinkers, non-drinkers, and those among us struggling with alcohol and other substance abuse issues.
- Minimize UUCC's liability and the possibility of an alcohol related tragedy
- Ensure that alcohol is responsibly consumed at official UUCC events.

What can be served

- Offerings should be limited to beer and wine only. An attractive, equally accessible adult non-alcoholic beverage should be offered.
- Food must be served at any event where alcohol is served.

How it can be served

For events held on the Community property

1. Alcohol is only permitted at a community sanctioned event with the approval of the staff liaison for that event.
2. No alcohol will be served at regularly scheduled monthly gatherings.
3. No selling of alcohol is permitted (as this violates state ABC licensing rules). If alcohol is provided, it must be included in the budget for the event or donated. This means no donations or tips are accepted.
4. Event attendees should be notified in advance that alcohol will be served. However, the alcohol must not be advertised as an event attraction.
5. Alcohol is not allowed outside the building at any on-site event.
6. The area in which alcohol is being served must be staffed at all times. No self-serve access to alcoholic beverages is permitted.
7. Bartenders:
 - a. must be 21 or older.
 - b. must require proof of age for anyone who appears under 25 years old unless the bartender knows the person's age to be over 21.
 - c. must be instructed to observe guests and to refuse to serve anyone who appears intoxicated.
 - d. must inform the Event Coordinator of anyone who appears intoxicated. That person should be asked not to drive and offered a safe ride home with a member,

taxi, Uber, etc. All attendees, including those who appear to be intoxicated, are to be approached with compassion.

8. The Event Coordinator or his/her designee, in coordination with the bartenders, is responsible for monitoring consumption and behavior at the event. They are also charged with ensuring that North Carolina laws are followed concerning the prevention of underage drinking and intoxication.
9. If an intoxicated person displays belligerent or otherwise concerning behavior, two people are to approach the person together, always with compassion.
 - a. If all attempts to stop an intoxicated person from driving fail, that person should be informed that the police will be called if they drive away. If s/he then departs, the call should be made, providing the police with the person's name and license plate number.
10. No alcohol is to be sent home with attendees, volunteers, etc. Any unopened bottles must be stored in a locked cabinet at the community. The contents of any open bottles must be discarded.
11. This policy will be posted in the UUCC kitchen, along with instructions on how to deal with alcohol violations.

For events held off-site

- Please see 1-3, and 9 above.

Liability

* The UUCC's Community Mutual policy includes coverage for liability at UUCC-sponsored events where alcohol is served incidentally to the main purpose of the event.

Name of Event

Date of Event

Signature

Date

Policy Approved _____