

Policy #: GA 113  
Effective date: 08-20-09  
Revision date: \_\_\_\_\_

**UUCSEA OFFICE POLICY**

The office is to be used to promote and support the mission of the UUCSEA.

Space and schedule permitting, groups not connected with UUCSEA may use the office if their activities are in keeping with our principles. A copy of the group's liability insurance must be provided to the office manager or board member before the activity.

The office manager will be a volunteer position. The OM will be responsible for the physical upkeep of the office, scheduling the use of the office, scheduling the use of the computer. The OM in consult with the Minister and Board President will make decisions about the management of the office. Any issues regarding the office will be discussed with him/her. The Minister, Board President or the Board may override a decision the OM makes.

To avoid fire code violations and to be in compliance with federal accessibility laws for the handicapped; the aisle, the path to the bathroom, the back door area and the water heater must be kept free of clutter at all times. The front and back doors (fire exits) must be kept unlocked when the office is open.

Date approved by the Board: 08-20-09

Signature of Board President \_\_\_\_\_

Signature of Minister \_\_\_\_\_