

# **UNITARIAN UNIVERSALIST SOCIETY OF GENEVA**

## **CALENDAR SCHEDULING POLICY**

Approved by the Board of Directors on September 14, 2010

All events scheduled at UUSG will be listed on the church calendar maintained by the Congregational Administrator. Before finalizing a date for any event, the organizers must check with the Congregational Administrator to ensure that there are no scheduling conflicts. Any event not listed on the calendar is subject to being “bumped,” moved, or cancelled in the event of a conflict.

To add an event to the calendar, the event organizers must submit a request to the Congregational Administrator on the paper form available in the UUSG office, the form on the website, or via e-mail. The request should include a brief description of the event and identify the sponsoring committee or group, the primary contact person, time requested, the preferred choice of room(s), the approximate number of people attending, and any other pertinent info. Room assignments will be determined and scheduled by the Congregational Administrator.

Announcements of events will be included in the Order of Worship or Pioneer only if such has been officially placed on the calendar through the process detailed above. Written announcements should come from the sponsoring committee or designated coordinator of the event.

Event organizers must notify the Congregational Administrator of changes in the date, time, or place of meetings or cancellation of meetings as soon as possible so that the calendar and any communications about the event can be updated appropriately.

For events sponsored by non-UUSG groups, please see the separate policy regarding use of UUSG facilities by outside groups.