

First Unitarian Society

SPACE & PLACE POLICY

1) PURPOSE

The purpose of this policy is to ensure that the Society's physical plant ("space and place") supports its mission, purpose, values and strategic objectives and to provide guidance for space and place decision-making. It addresses building maintenance, capital improvements, artwork, landscaping and interior design.

2) POLICY

a) Space and place decisions will:

- i) Advance FUS's mission, purposes, and strategic priorities.
- ii) Provide for physical comfort and safety of all who enter.
- iii) Comply with applicable building and health codes.
- iv) Make all feel welcome.
- v) Respect the architectural integrity of the building while balancing it with the need to adapt the space to meet mission.
- vi) Uphold interior and exterior design standards specified in style-guide.
- vii) Be vetted with all appropriate teams and committees and, if necessary, the Board (see section c below).

b) Definitions

- i) Maintenance projects include but aren't limited to:
 - (1) Routine maintenance or repair of current building systems and routine upgrades, for example, to computers, phone systems or lighting technology.
 - (2) Maintenance of existing landscape features.
 - (3) Repair or replacement of furniture with similar furnishings.
 - (4) Repainting surfaces in the same color or a new color following a Board-approved style-guide.
- ii) Capital projects include:
 - (1) Fixing a defect or design flaw
 - (2) Creating an addition, physical enlargement or expansion
 - (3) Creating an increase in capacity, productivity or efficiency
 - (4) Rebuilding property after the end of its economic useful life
 - (5) Replacing a major component or structural part of the property
 - (6) Adapting property to a new or different use. (7) Extending the useful life of the property.
 - (8) Major furnishing style changes in shared spaces.
 - (9) Significant permanent changes to function or use of rooms or space.

iii) Shared space – space that is typically open for use by all occupants or available for event rental; includes all hallways, restrooms open to hallways, meeting rooms not under exclusive long-term rental agreement, Dietrich Room, Chalice Room, Upper and Lower Assembly Halls, exterior spaces.

iv) Aesthetics –having to do with the look of the building and grounds, including color, building materials, art, art rotation, color, textiles, and functional use of space.

c) Decision Making and Transparency

- i) The Board must approve space and place changes involving visible, permanent changes to public or shared space and all projects involving more than a \$2,000 outlay.
- ii) No member, team, committee, staff member or officer may undertake changes to shared space without Board approval. The Minister may assist in determining when a space and place issue must go to the Board.
- iii) The Board may determine that a decision should be taken to the congregation.
- iv) FUS bodies making space and place decisions shall do so in collaboration with all relevant constituencies, shall document their determination that such decisions are consistent with this policy and shall notify all relevant FUS constituencies of their decisions in writing.

d) Naming Rights (Policy under development)

3) AUTHORITY AND RESPONSIBILITIES

a) Staff Space & Place Coordinator

The Minister or his or her delegate (staff or lay) will coordinate space and place matters between committees, teams and task forces engaged in work addressed by this policy and will bring groups together when an issue overlaps their purviews, inform groups, determine when a topic needs be brought to the Board, may bring topics and ideas which grow from this coordination to the Board directly or through the Minister if no other group/team is bringing it forward.

b) Space and Place groups

- i. With the exception of the Aesthetics Team, the teams below are open to all FUS members; members will serve at their pleasure with indefinite terms.
- ii. Team Chairs will be elected by the team membership and serve two-year terms. To encourage leadership develop and diversity of thinking, Chairs should not serve consecutive terms. The teams will meet as needed and will document decisions in minutes made available upon request of an FUS member or posted to the website.

Buildings & Grounds Team (“B&G”)

- i) Advises and supports building management and maintenance staff, keeping the Society’s mission and purpose at the fore.
- ii) In the absence of a building manager, the B&G Team makes decisions regarding building management and maintenance.

- iii) Advises building manager with respect to the establishment and review of current and long-term maintenance schedules (or establishes this schedule in the absence of a building manager)
- iv) Assists building management in ensuring that building and grounds systems are operational and in compliance with code, overseeing maintenance and repair of building systems, appliances, furnishings.
- v) Identifies improvements to advance the goals of this policy, sharing these ideas with building management and the Space & Place Coordinator.
- vi) Recommends experts or vendors to building management to address facility management issues as needed.
- vii) In consultation with the Space & Place Coordinator, solicits input from teams listed below whenever a change will have an impact on matters for which they have responsibility.

Members with facility management, maintenance, HVAC, construction, mechanical engineering, computer networks, or event management skills are encouraged to join this team.

Aesthetics Team (“A Team”)

The aesthetics team is needed to create and ensure a consistent look and feel throughout the building. FUS needs a group that selected by and accountable to the congregation, especially regarding decisions for shared spaces.

- i) Thinks creatively about how the mission, purposes, values and strategic priorities can be expressed through building aesthetics.
- ii) Creates, keeps, shares and periodically updates (at least every 10 years) an interior style guide for the building which will at minimum define colors for paint, guidance for selection of textiles/upholstery, type or style of furnishings, lighting, color, placement, rotation, or selection of permanent art, advice for art purchase.
- iii) Presents options or proposals for room layouts, functional and visual interior designs, changes in furnishings, placement, rotation, and purchase/restoration of art as needed for special projects or when the team sees need for such proposal. P
- iv) Provides input and has ultimate authority over aesthetics aspects of work even when undertaken by other groups including B&G Team, staff and other teams when their work includes changes to aesthetics (color, furnishings, appearance, etc.) (Except for decisions regarding shared space, where the A-team will make recommendations for final board decision.)
- v) The Aesthetics Team members will have no more than 6 members, will be selected by the Board through an open process, and submitted for approval by the membership at the Annual Meeting. Members will serve 2-year terms, and may be reappointed for up to 3 consecutive terms.
- vi) The A Team especially encourages those with arts, interior design, and architectural

experience to volunteer. Those who understand needs of people with disabilities or have multi-cultural sensibilities are also encouraged.

Gardens & Landscaping Team

- i) Thinks creatively about how the mission, purposes, values and strategic priorities can be expressed through landscape aesthetics.
- ii) Assists in garden maintenance and planting.
- iii) Makes decisions about replacement plants and identifies need for shrub and tree trimming or removal.
- iv) Works in consultation with other teams, tenants (e.g., Gaia Democratic School), and the Alliance, Green Team and Religious Education.

Gardens & Landscaping is a subcommittee of the B&G Team. Those with relevant experience are especially encouraged to volunteer.

Art in the Gallery Team

- i) Solicits and hosts temporary and changing exhibits art work that explores the variety of human experience.
- ii) Determine procedures and criteria for selecting work to be show.
- iii) Facilitates events and discussions related displayed work.

Sunday Assembly Team

- i) Ensures that the Upper Assembly Hall is tidy for Sunday morning assemblies.
- ii) Assists the Minister with the appearance of the stage, including wall and other displays, plants, flowers and other logistical matters.

Task Forces

Ad hoc task forces from time to time will be appointed by the Board to develop plans or gather input from the congregation when projects involving substantial capital investment, remodeling, system changes, or changes in building use are under consideration. The opportunity to participate in such task forces will be broadcast to the congregation and members selected and appointed by the Board for a limited period.

4) TEAM COLLABORATION

Because questions of building use and aesthetics involve many considerations, judgments and subjective taste, it is imperative this work be done with sensitivity, transparency and input from many constituencies. Where not otherwise specified above, it is imperative that each team seek input from the others whenever possible.

5) Building security

The building and grounds will be kept safe and secure to protect assets and people. The administrative management of the FUS will be responsible for this. The administration will ensure that a staff position will have in its job description the responsibility of developing/review/implementing a building security plan and any needed procedures. This

should be reviewed and updated at the same time insurance policies are reviewed or at least every 1-2 years.

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