

**First Unitarian Universalist Church of Nashville
Policy and Procedures**

Section: Facilities Utilization

Adopted: July, 1996

Revised: Mar., 2006

STORAGE POLICY

I. Storage in the Church Building

A. FURNACE AND ELECTRICAL ROOM

The Furnace and Electrical Rooms shall not be used for the storage of any materials; however, the small room in the rear (Hopkins Street side) may be used for selected storage. Such storage will be the responsibility of the Facilities Management Committee and usage will require their coordination.

B. BASEMENT ROOM (former house garage)

The Basement Room (formerly the house garage) shall be designated as the Youth Group Room.

C. FOOD STORAGE

No food items shall ever be stored below waist level (36") without being placed in containers providing a complete seal and paper or cardboard items (which are a source of food for roaches) shall not be stored at the floor level. Controlled storage of food and paper items can minimize the attraction for pests and can, therefore, act as a proactive means of pest control.

Food whose "best used by" date has passed cannot be stored on church property and will be discarded.

Personal (as opposed to church-owned) food items and other kitchen supplies cannot be stored on church property longer than 24 hours without clearance from the Administrator

D. ATTIC ROOM

The Attic Room shall be designated for storage only. Such storage shall be the responsibility of the Facilities Management Committee and usage shall require their coordination.

No unconditioned (no AC) attic space be used for the storage of any items whose construction consists of paper or consists of any potentially flammable materials.

II. Storage in the Morgan House

All storage space in the Morgan House shall be the responsibility of the Administration Cluster in coordination with the Religious Education Committee, and usage shall require the coordination of the Director of Religious Education for Children and Youth and the Administration Cluster.

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III. Storage of Donated Items

The church does not have the capacity to store auction/yard sale items except during the month of the event. Donations dropped off at the church during other time periods will be forwarded to appropriate charities.

IV. Authority for Execution of Policy

The Administrator has authority to discard items deemed hazardous or superfluous to the operations of the church, including donations. The Administrator should keep a log of items discarded for periodic review with the Committee on Church Administration.