

University Congregational United Church of Christ
Facilities Use Review Committee

FINAL REPORT AND RECOMMENDATIONS

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University Congregational United Church of Christ
Facilities Use Review Committee

FINAL REPORT AND RECOMMENDATIONS

Introduction:

The Facilities Use Review Committee (FURC) was convened by the Church Council in June 2014 and held its first meeting in March 2015. The following is a summary of the charge to the Committee from Church Council. The original AIR form can be found in Appendix A.

1. Identify the values that guide the use of UCUCS facilities and establish guidelines for prioritizing their use. These should be applied to organizations or groups that currently use the facilities and/or those that seek to use the facilities.
2. Review/revise church policies and guidelines that relate to the use of the facilities.
3. Delineate how the UCUCS facilities are currently being used.
4. Review contracts/agreements with those organizations that use space in our buildings and examine with regard to congruence with the values developed in #1 above.
5. Make recommendations to the Church Council for next steps.

The FURC Committee consisted of the following members: David Anderson, Marty Curry, Vicki Farmer, Rich Folsom, Catherine Foote, Liz Gilbert, Margaret Stine, Mary Ellen Smith(Chairperson), and Kathy Williams. Dave Powell served as a legal consultant.

Recommendations of the committee:

1. Recommendations regarding the UCUCS Fees for Facilities and Services
 - a. Acceptance of the revised UCUCS Fees for Facilities and Services (Appendix H-6).
 - b. To keep UCUCS current with the rising costs of maintaining our facility, this fee schedule should be reviewed and updated every two years.
 - c. Each month 10% of the facility income should be placed into the Facilities & Equipment Major Maintenance Fund
2. Recommendations regarding the location of The UCUCS Child Care programs and the Interagency School.
 - a. Locate all UCUCS Child Care Programs (the weekday Child Learning and Care Center and the Trettin Drop-In Preschool) in the North Education Wing on the second and third floors.

- b. UCUCC Child Care programs should re-organize their space to respond to the increased need created by the citywide “Preschool for All” initiative and the increased demand for childcare, especially for those on the margins of society.
 - c. Locate the Interagency School entirely in the North Hallway classrooms of the third floor of the main building.
 - d. Church Council should initiate a process to make recommendations regarding repurposing the space currently occupied by Trettin Drop-in Preschool on the first floor.
 - e. The lease for The Children’s School (TCS) should not be renewed, as of June 30, 2017. (Church Council voted to change the date to June 30, 2018 and unanimously approved this recommendation with the revised date).
 - f. Given the change in the end date for the lease with TCS and our concern for the security and safety of the children in the school, we recommend that, preferably by the beginning of the 2016-17 school year, but no later than the beginning of the school year 2017-2018, rooms 335 and 339 in the North Wing be vacated by the church so that TCS can use these secure rooms. Concurrently TCS should vacate Rooms 331 and 333 in the main building, which are not secure.
3. Adoption of the following policies regarding use of UCUCC Facilities:
 - a. Alcohol Use Policy (Appendix H-1)
 - b. Storage space policy (Appendix H-3)
 - c. Policy for Granting Fee Waiver/In-kind Use of UCUCC Facilities (Appendix H-4)
 4. Affirmation of the following guidelines:
 - a. Values/Principles Guiding Facilities use of UCUCC Facilities (Appendix C)
 - b. Guidelines for prioritizing the use of UCUCC Facilities (Appendix D)
 - c. Flow chart for handling request for use of UCUCC Facilities (Appendix E)
 - d. UCUCC Greening Congregation guidelines for all users. (Appendix H-2)
 - e. Information regarding UCUCC Audio/Visual Systems for Events (Appendix H-5)
 5. Institute use of New Program Application Form for any organization/group wishing to start a new program in the church. (Appendix F)
 6. UCUCC should *not* sign the ‘Enforcement Authorization’ with the Seattle Police Department. Rationale for this recommendation is on page 3-4 of this report.
 7. The Church Administrator should develop a process for implementing the Storage Space Policy by December 31, 2016.
 8. The Facilities & Equipment board should hire an outside consultant to set up a schedule for long-term maintenance and/or replacement of UCUCC facilities and equipment.
 9. The Turner Legacy Committee should be asked to reduce the number of remaining Turner books and then consolidate them with other Memorabilia into one location as quickly as possible.

10. All facility use agreements for organizations that use our facilities on a daily/regular basis should be reviewed on a yearly basis and updated as needed.

Summary of processes that led to the committee's recommendations:

Development of a task list, values for guiding use of UCUCF facilities, and guidelines for prioritizing use of the facilities:

The first meeting was held on March 30, 2015 and was dedicated to reviewing the original AIR form from Council (Appendix A) that created the committee, taking an informative tour of all of the spaces in the UCUCF, and developing a preliminary task list reflecting the nature of the committee's work.

In subsequent meetings we finalized a task list to guide the committee's work, agreed upon the values or principles that would guide the use of UCUCF facilities, and then developed guidelines that should be used to prioritize space use. Since UCUCF has property tax-exempt status, it was imperative that we have information regarding the implications of that status. After considerable discussion, we decided to use or develop the following documents to inform our final recommendations: (1) the UCUCF Tax Exempt Status information (Appendix B), (2) Values/Principles Guiding the use of UCUCF Facilities (Appendix C) and (3) Guidelines for prioritizing the use of UCUCF facilities (Appendix D). As these were being developed it became evident that a flow chart depicting the process of responding to a request for facility use would be a helpful document for the office staff that are responsible for scheduling events on the church calendar (Appendix E).

Since one of our tasks was to interview organizations and groups that currently use our facility on a regular basis, we used the values and guidelines we had articulated to develop questions for collecting information from those groups/organizations. We then used this information to help us determine how well the groups/organizations fit within the framework we had established. These interviews were only used for those groups that are either separate non-profits or unaffiliated with any UCUCF group. The interview form can be found in Appendix G and the completed interviews can be found in Appendix I.

During deliberations pertaining to the values and guidelines, it became evident that there were no defined protocols for processing requests from *new* programs requesting to use church space and resources. Such requests might be proposed by a church member, a group of church members, or an action team. A New Program Application Form (Appendix F) was developed and we recommended that it be put into immediate use.

Review and/or develop policies and guidelines related to actual use of UCUCF Facilities:

Since there was no articulated policy regarding the use of alcohol within the UCUCF facilities the committee developed one (Appendix H-1).

We were asked to review the request from the Seattle Police Department that would allow them enter all areas of the property commonly open to the public without further consent of UCUCF.

It was unanimously decided that this authorization *not* be granted because in some circumstances it could jeopardize an individual or a group that might be seeking “sanctuary” status.

The UCUCG Greening Guidelines developed by the Sacred Earth Matters group have been in use for four years. The committee affirmed the use of these guidelines and their use was added to the ‘Flow Chart for handling request for use of UCUCG Facilities’.

Members of the committee conducted a thorough inventory of the contents of the storage spaces within UCUCG. (Appendix J). As a result of that inventory a Storage Spaces Policy (Appendix H-3) was developed. Two of the recommendations (#7 and #9) are a direct result of the Storage Spaces Policy.

An issue that arose during the discussion of how to prioritize the use of our facilities was how to provide a balance between “in-kind” and “revenue generating” uses in order to have sustainable programming within the building. With that in mind, we developed policies for granting fee waivers, or the status of in-kind use, to programs seeking to use our facilities. The result is the Policy for Granting Fee Waiver/In-Kind Use of UCUCG Facilities (Appendix H-4).

During the ongoing deliberations of the committee, the renovation of the Sanctuary and the installation of new audio/visual capabilities became a reality. We recognized these improvements should be integrated into our guidelines for use of the building (Appendix H-5)

The committee was also asked to review and make recommendations regarding the UCUCG Fees for Facilities and Services. The current schedule of fees has been in existence since 2000 with only minor revisions. By comparing current direct costs (e.g., personnel costs related to maintenance of the building and increases in the cost of utilities) in 2000 to current costs, it was discovered that those costs have risen about 40% during the ensuing period. In addition, fees should relate to mitigation of the effects of wear and tear on the facilities. The committee decided upon a revised schedule (Appendix H-6) and Recommendation #1 of this report.

We identified concerns related to the lack of a schedule for long-term maintenance and/or replacement of UCUCG facilities and equipment when we discussed “wear and tear” on our facilities. This formed the basis for Recommendation #8 of this report.

Recommendations regarding changes in current usage of UCUCG Facilities:

After the committee established the values and guidelines for UCUCG facilities use and completed interviews with current long-term occupants of our building, it became evident that changes in the location of the UCUCG Child Care programs was necessary in order to stay consistent with our values and to assure children are housed in safe and secure environments. Therefore FURC recommended to council during the June 2016 meeting that all UCUCG Child Care programs be consolidated in the North Education Wing on the second and third floors. Those programs include the weekday Child Learning and Care Center as well as the Trettin Drop-In Preschool, both of which use the facility all year long. This would put both of these week-day children’s programs behind locked doors with admission to the area controlled by the staff of those programs.

The reality of this recommendation then necessitated the recommendation that the lease relationship with The Children's School be terminated since no alternate space appropriate for a children's program is available. All of the recommendations relating to the relocation of the UCUC Child Care programs comprise Recommendation #2 of this report.

Conclusion:

In closing, members of the FURC Committee wish to express our appreciation to staff, spokespeople for various programs housed in our church and Church Council for their support in our work and this – our final report. We are glad to respond to questions from Council and look forward to hearing Council's response to our recommendations.

Appendix A

AGENDA ITEM REQUEST FOR THE COUNCIL MEETING OF June 16, 2014

(To be submitted to the Executive Committee two weeks prior to a council meeting via moderator's bin)

AIR # _____

Requested by: Facilities Use Review Committee

Action/Motion or Discussion Requested:

To re-constitute the Facilities Use Review Committee with the following charge and parameters:

- To review and revise current policies for facilities use by:
 - Identifying the values and priorities to be used for decision-making
 - Articulate criteria for facility use compensation.
 - Review which current users do and do not provide compensation to the church and develop criteria for requesting
 - Articulate policies and use agreements, including
 - Alcohol policy
 - Trespass policy
 - Priority and criteria for use
 - Facility use compensation
 - Prioritizing decision-making process and criteria when there is competition for particular space.
- Implement the above with these proposed Areas of Focus for This Year:
 - Review existing use and use agreements for congruity with revised criteria
 - Make recommendations to F&E/Council
 - Report back to council by May 2015 with accomplishments and recommendations for next steps.
- Membership to reflect perspectives of the five ministry areas of the church. Moderator is charged with constituting the committee.

for the following reasons:

Existing charge is overly broad and unclear. In addition, existing charge defines the committee members as At-Large Council Members, which has not been helpful in assuring perspectives from the five ministry areas and moving forward a process for review and recommendation.

Foreseeable objections (add your rebuttals if you wish):

Date of Request: June 4, 2014

Person to be contacted by the Executive Committee if clarification is necessary:

David Anderson of Liz Gilbert

Appendix B

UCUCC Tax Exempt Status information:

UCUCC is a 501(c)(3) organization and this designation qualifies us as a nonprofit charitable organization.

UCUCC also has a property tax exemption from the State of Washington. In order for us to have this property tax exemption we must be a 501(c)(3) organization, and only “exempt activity” can take place in the building. Exempt activity is roughly defined as the activities of a “qualified organization,” which is one that would qualify for exemption if they owned the property and used it for an exempt purpose. Most, though not all, nonprofit (501(c)(3)) organizations have a purpose and activity that entitles them to an exemption. Generally, labor unions or fraternal organizations are not eligible for an exemption.

The property tax exemption requires that all activities in the buildings be “exempt” activities. There is an exception from this rule for 15 days/year on which there can be “for profit” activities. This exception is what we use to allow us to sell books, CD’s etc. when we have speakers.

Use of the facilities for private inurement, i.e. personal financial gain, is prohibited. UCUCC must bear the risk of profit or loss on any event, not a private individual. This is why UCUCC pays speakers a stipend that is not based on attendance: so the church is liable for all gains or losses.

We may charge rent to the extent that it offsets costs.

Some of the most common reasons to jeopardize the exemption:

- Use of the property by unqualified organizations or individuals for monetary gain, regardless of whether a fee is charged.
- Rent charged in excess of the organization’s operation and maintenance expenses. Rent may not exceed the amount it costs the organization to operate and maintain the exempted portion of the property for the time or period rented. or leased. Donations made for the use of the property are viewed as rent.
- Commercial use. (Fundraising activities conducted by nonprofit organizations are not usually considered commercial use).

Appendix C

Values/Principles Guiding use of UCUCC Facilities Finalized at FURC meeting on June 1, 2015

UCUCC seeks to be a place that helps its members create a sense of community and gain strength to make God's love real in the world. Here we learn to act with compassion and promote justice by centering our lives in the teachings of Jesus and offering ourselves to God in everything we do. Refer to the UCUCC Covenant.

To do this, the following principles are the basis for use of UCUCC facilities:

The Building:

1. Honor the sacredness of all creation in making decisions regarding how our facilities are used. We strive to have a minimal impact on the resources of our sacred earth.
2. Building use should support its sustainability There must be a balance between use of the building and "down" time for maintenance, upkeep, and repairs.

The Uses:

3. UCUCC supports use of its facility as a place where we celebrate the life events of members and friends of the congregation, e.g. marriage, births, memorials.
4. UCUCC supports space for the ministries of Worship/Music, Parish Life, Christian Education, Love and Justice/Outreach, and Stewardship.
 - a. Use should have balance with respect to the values, needs and priorities of each ministry.
5. UCUCC seeks to maintain flexibility in the use of the facilities, and when possible, rapidly respond to emerging needs that are consistent with our principles and guidelines.
6. UCUCC recognizes potential impacts of one program on other programs in the facility and seeks to capitalize on advantages and address challenges.
7. UCUCC's facility will be a safe space for new and existing programs, staff, and periodic users.
8. UCUCC's non-discriminations policy seeks to limit the risks for vulnerable populations.
9. UCUCC's commitment to being a fair and just employer with appropriate workloads, compensation, and treatment of staff will guide its use, policies, and decisions.

Appendix D

Guidelines for prioritizing the use of UCUCC facilities Final at FURC meeting on January 26, 2016

Core Criteria for evaluating UCUCC groups and or ministries that either, use or seek to use, the facilities of UCUC.

1. Strengthens the people in this faith community in their worship, education, and care for one another so that they are empowered for ministry in the world.
 - a. Provides for the spiritual development of individuals thru the life span.
 - b. Provides religious/spiritual educational opportunities for members of the church or the wider community.
 - c. Provides for the development of a sense of community among the individuals and families within the congregation.
2. Supports the ministry and vision of the church in terms of making God's love real in the world, acting with compassion, and promoting love and justice.
 - a. Gives priority to established UCUCC groups and ministries.
 - b. Gives priority to UCUCC or community groups working with populations on the margins of society.

Criteria for evaluating non-UCUCC groups/organizations that either use or seek to use the facilities of UCUCC.

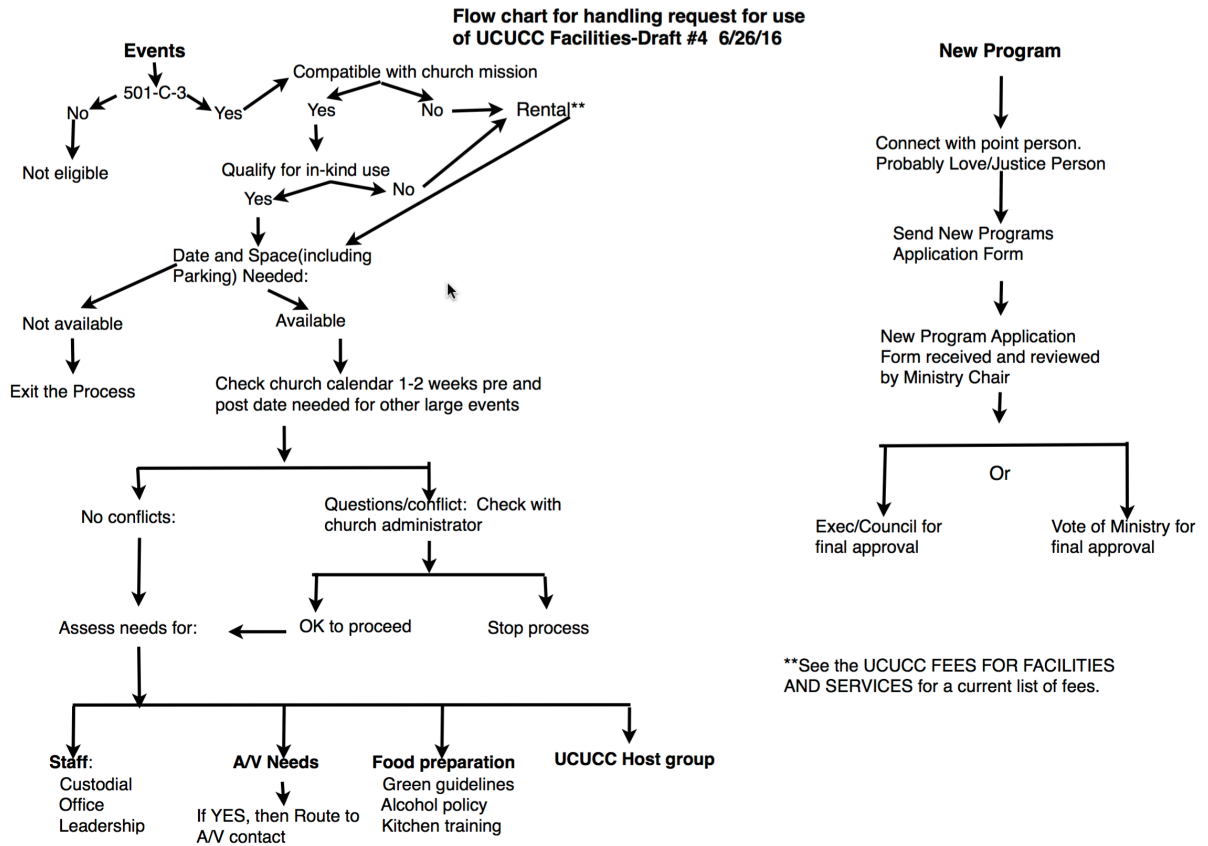
1. Gives priority to pre-scheduled events.
2. Provides a balance between "in-kind" use and "revenue generating" use in order to have sustainable programming within the building.
 - a. The annual church budget will set an amount for anticipated facility income. The Church Council can decide to make significant adjustments (+/- 20%) to that budget in order to assure a budget that meets the church's anticipated revenue needs.
 - b. In addition to gross facility income, "revenue generating" activity charges should incorporate costs for hosting the event, including staffing, utilities, and other costs to the system for the event.
 - o "Costs to the system" include the need for setup/takedown, turnover, maintenance issues, incorporating "down time" in operations, and foregone opportunities as a result of the activity.

3. Promotes a balance between long term ongoing use commitments with short term, and emerging uses in order to have sustainable and flexible use of the facility.
 - a. For non-UCUCC groups/organization currently using the UCUCC facilities, information will be collected by a questionnaire and reviewed annually when their contracts are renegotiated.
 - b. For new programs seeking to use UCUCC facilities, data will be collected by a 'New Program Application' form and evaluated by the appropriate Ministry Chairperson.
4. Is consistent with the property tax exempt status of UCUCC.
5. Takes into consideration the following:
 - a. Need for services and/or skills of UCUCC Staff
 - b. Parking needs of the prospective program/event
 - c. Impact on current users of the facility
 - d. Privacy/Confidentiality issues for other users of the facility

What to do when above guidelines cannot resolve conflict among programs that want to use facility:

In the rare case of a conflict between two programs that wish to use the facility and the above guidelines are not sufficient to solve the conflict then the Church Administrator may seek the advice of either the Executive Committee or Church Council.

Appendix E



Appendix F

UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST
Facility Use Review Committee
New Program Application Form

By what name will this program be known?

Who is the contact person for the proposed program, including that person's email and/or telephone number?

Please provide a brief description of your proposed program, including significant goals:

1. In what way does this program reflect and/or enhance UCUCS Mission and priorities? (***Our Mission is: "We are a Christian community that lives out the will of God, makes real God's love in the world, acts with compassion and promotes justice by centering our lives in Jesus, and offering ourselves to God in everything we do."***)

2. What is the anticipated duration of this program? (check one):

One time only (i.e. a forum or other single event) _____

Short-term (e.g. more than once but less than six months) _____

Long-term (six months and longer) _____

3. What space needs will the program need – include meeting space, food preparation, storage, and serving, bathrooms, parking, other:

The following questions only apply to those programs that are longer in duration than “one time only”

4. How frequently would you hope the program will meet in our church building (i.e. weekly, monthly)

Have you identified a preferred meeting schedule (i.e. dates, days of the week, times of day)?
If so, please describe.

5. Which ministry will be operating/sponsoring this program? (check one)

Christian Education	_____
Love and Justice	_____
Parish Life	_____
Stewardship	_____
Worship and Music	_____

6. Please attach a supporting letter signed by the chair/lead of this ministry.

7. Does this program require an operating budget? Yes___ No___

If **yes**, will costs be covered under an existing UCUC budget? Yes___ No___
From which budget/fund will costs be provided?

If an operating budget will **not** be covered by an existing UCUC budget, how will costs be met?

8. Will this program in any way duplicate or conflict with existing church programs? Please explain:

9. How will oversight of the proposed program be provided?

Church office staff will be responsible for identifying staff needs, including leadership, professional, support, and custodial staff. In addition, the hours per week/month required for each staff position will be identified.

Appendix G

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: Contact Person:

Name of Group/Organization:

Is this a registered non profit 501(c)(3) organization? Yes No

Number of Paid staff in 2015? Full time__ Part time__

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

How many clients did you serve last year?

Mission Statement:

What is unique about your group/organization as compared to others with a similar mission?

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCC Facilities? (See attached document)

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

Is support from the Christian faith community important to your group? If yes, why?

Do you use volunteers in your program? If so, in what capacity?

What facilities and parking do you currently use?

Is this facility use crucial to your organization's success? If so, why?

What additional information about your program would you like us to know?

Appendix H-1

University Congregational United Church of Christ
4515 16th Ave. NE
Seattle, WA 98105-0602

Alcohol Use Policy

Introduction:

The purpose of the building and facilities of University Congregational UCC is to help the congregation live out its covenant. Any use of the buildings and facilities owned by the congregation, or policies developed for their use, shall be consistent with and guided by that covenant. In order to support our covenant commitments at events within our facility we have developed an Alcohol Use Policy that prohibits the use of alcohol in UCUC facilities.

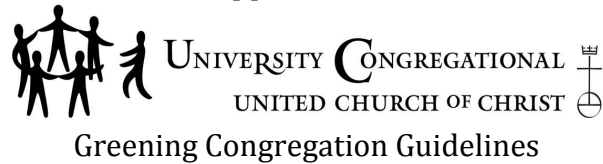
Reasons for prohibiting the use of Alcohol in UCUC facilities:

- The use of alcohol does not enhance decision-making or connections within our covenant community.
- We seek to support those for whom alcohol use is a problem, including those in recovery from alcoholism, and those who were raised in families where alcohol was abused.
- We do not want to have to enforce alcohol limits and are concerned about risks to those who leave our functions or facilities impaired by alcohol use, or to others who might be harmed by that impairment.
- We welcome all to our events, including children and adolescents. An alcohol free environment provides a model of healthy alcohol free interpersonal communications for all who attend.

This policy may be waived for the use of wine as a part of a liturgical or worship event.

Recommended by the Facilities Use Review Committee—May 23, 2016
Approved by UCUC Church Council---

Appendix H-2



Introduction:

We are a greening congregation, which means we have committed ourselves to decreasing our carbon footprint and bringing humankind back into harmony with all of creation. To help everyone who uses our facility honor this commitment we have created the following guidelines.

General Guidelines:

A. We request that you use items that are washable, compostable or recyclable at all times. Our goal is to limit the amount of garbage that must go to the landfill (300+ miles away in Oregon).

B. We have glasses, cups, utensils, and dishes that are available for your use at no cost. There is a dishwasher in both the Ostrander Hall kitchen and the Lounge kitchen to wash and dry all used items. If you will be using the dishwasher then you need to contact one of the persons listed below for orientation to the use of it. There are cloth napkins and tablecloths in the Lounge kitchen. You are responsible for laundering all cloth items and returning them within five days. (Sponsor: please report the name and phone # of the event person responsible for laundering articles).

If you choose to use paper products then they must be compostable. You may either bring your own or make arrangements with the office staff when you book the rooms to pay for compostable cups, plates, and bowls that we can provide. Please note that compostable plates and cups have no plastic coating (i.e. no design).

C. There are receptacles with posters depicting the acceptable items for each of them in the Narthex, the lounge kitchen and Ostrander Hall kitchen for:

- Food, food soiled paper products and other compostable waste (paper towels, cups, plates, napkins);
- Glass or plastic bottles, aluminum cans, clean and dry paper, and other recyclable items;
- Garbage, if it doesn't fit in either of the above categories;
- Liquid waste;
- Durables such as cutlery.

D. If you are serving food it is very important to have someone designated to stand by the waste receptacles to help folks find the right place for their left over "stuff".

NOTE: If you need more liners for any of the receptacles please contact the custodian on call.

Other suggestions:

Buy local:

Please consider the purchase of locally grown and produced food. This supports our local economy and these items don't have to be transported here with the use of fossil fuels.

Buy organic:

This decreases the use of toxic pesticides and herbicides.

Buy in bulk:

Co-op and other stores now carry many items in bulk, which uses less packaging and might be less expensive.

THANK YOU!

We appreciate your help and hope you have a pleasant experience at the UCUC facilities. If you have suggestions for us, please get in touch with us through the church office:

Mary Ellen Smith: general info plus dishwasher

Linda Messent: general information

Appendix H-3

University Congregational United Church of Christ
4515 16th Ave. NE
Seattle, WA 98105-0602

Storage Spaces Policy

Storage areas in the UCUCC building are dedicated to providing space for supplies and resources for ongoing programs. Storage is very limited in the building and needs to be allocated judiciously and fairly.

1. Allocations for storage should be based on the criteria for other building use, including priority for church and church-affiliated programs and supported uses.
2. Custodial storage is designated and allocated for custodial use and supplies.
3. Storage space should be shared between custodial and program only as a last resort. In cases where it is shared, staff will initiate the annual review to be sure it's working and to see if other more appropriate space is available for the program storage.
4. Questions and process about a new program needing storage will follow the same flow chart as that for a new program wanting building space.
5. The UCUCC office or Administrator must approve storage before use.
6. Storage space should be close to the location of the program's activities or events.
7. Items stored should be used in one year or less.
8. Storage needs to be safe and accessible.
9. In space where children have use or access needs (such as the showers), dangerous supplies need to be stored out of the reach of children.
10. Storage items and use needs to be reviewed regularly, and cleaned/organized at least annually.
11. Changing needs and priorities means that storage space is not guaranteed and may be shifted as priorities and areas of focus change.

Recommended by the Facilities Use Review Committee—June 27, 2016
Approved by UCUCC Church Council---

Appendix H-4

University Congregational United Church of Christ
4515 16th Ave. NE
Seattle, WA 98105-0602

Policy for Granting Fee Waiver/In-kind Use of UCUCC Facilities

CRITERIA FOR IN-KIND USE

1. These criteria apply to events/programs sponsored by “outside” (non-UCUCC) organizations.
2. These criteria are in addition to those described in the “New Program Application Form”, which does not address these qualifications.

FACTORS TO CONSIDER

The determination is consistent with the UCUCC church vision and priorities.

The ability of the church to offset event/program costs, which should be considered in the context of ministry and administrative budgets. (Note scheduling events is addressed in the New Program Application Form)

The ability of applicant to pay customary or reduced fees, including undue hardships fee payment may cause.

The degree to which program is in line with the five church ministries.

Whether the event/program will engage/encourage participation by church members.

The likelihood applicant would not be able to locate another suitable site for event/program, which might relate to controversial nature of event/program.

Recommended by Facilities Use Review Committee—July 9, 2016

Approved by Council—

Appendix H-5

UCUCC Audio/Visual Systems for Events

Sanctuary

Our sanctuary space is equipped with a sound and projection system that offers a wide array of options for events. A basic setup with podium microphones plus optional music playback/projection will fill the needs for simple services with minimal assistance. More complex setups can include wireless microphones, custom sound mixes, stage monitors, direct input for instruments with pickups, etc.

In addition, the space is equipped with both FM and induction coil (or T coil) Assisted Listening systems. Auxiliary speakers can broadcast event sound to our narthex, lounge and child care areas.

Our integrated projection system utilizes our chancel wall as the screen, and can be operated from multiple locations on the chancel or a nearby room. There is an available laptop that can accept input from DVDs, or USB devices – or users may bring their own devices.

Use of the sanctuary AV system requires that a trained church sound tech be on hand. The fee for this service is \$25 per hour with a minimum two-hour charge. Please ask to contact a member of our Tech Team for assistance on setup and a full list of available equipment and options.

Ostrander Hall

The sound system in O Hall accommodates wired and wireless microphones, plus sound from other portable sources. The space can be configured as one or two rooms with separate speakers. Additionally, sound from the main room may be broadcast to the dining/hallway speakers. Use of this system can be with a Tech team member, or other trained volunteer church member.

Chapel, Lounge and other spaces- the following equipment is available

Stand-alone lectern with microphone for small rooms

Stand-alone portable speaker systems with microphones for medium sized spaces or outside

Portable digital projectors and screens

Portable flat screen monitors

DVD, VHS and Blu-Ray players

Appendix H-6
University Congregational United Church of Christ
UCUCC FEES FOR FACILITIES AND SERVICES

For Weddings		
Facilities	Member	Non-Member
Sanctuary or Chapel	\$650	\$1400*
Non-refundable deposit to hold date	\$225	\$450
Reception (Lounge or Ostrander Hall)	\$750	\$1200+ supplies
Wedding Service Coordinator	\$225 for 3 hours; \$50/hour > 3 hrs	\$225 for 3 hours; \$50/hour > 3 hrs
Reception Coordinator	\$225 for 3 hours; \$50/hour > 3 hrs	\$225 for 3 hours; \$50/hour > 3 hrs

*Includes \$300 Minister's Fee

For Memorials and Receptions (see Timeframe section below for events exceeding two hours)		
Facilities	Member	Non-Member
Sanctuary	0	\$225 per hour - up to two hours
Chapel	0	\$150 per hour - up to two hours
Lounge and Kitchen	\$90 per hour - up to two hours	\$180 per hour - up to two hours
O-Hall and Kitchen	\$115 per hour - up to two hours	\$225 per hour - up to two hours

Other Fees	Member	Non-Member
Usher (groups <50)	0	\$50
Usher (groups >50)	0	\$75
Organist	\$225	\$225
Reception Coordinator	\$225 + supplies	\$225 + supplies
Vocalist	\$150	\$150
A/V Technician	\$50	\$100

For all OTHER events Per hour – up to two hours (see Timeframe section below for events exceeding two hours)		
Facilities	Member	Non-Member
Choirs Room - includes small kitchen	\$60	\$90
Classrooms & misc rooms (104, 302, 327, 329, 317, 340, etc.)	\$40	\$65
Library	\$60	\$110
Lounge - includes kitchen (for workshops, recitals, meetings, etc.)	\$75	\$100
Ostrander Hall – Hall only	\$150	\$225
Ostrander Hall – includes kitchen (user arranges dishwashing)	\$220	\$320
Pilgrim Room – includes kitchen	\$75	\$150
Sanctuary (for recitals, meetings, lectures, etc. – other than weddings or memorials)	\$150	\$225

Timeframe for Room Use and Fees

0-2 hours – normal use, above

2-4 hours – charge is 50% more of use fee

4-6 hours – charge is double the use fee

Saturday events must end by 5:00 pm. All other events, including cleanup, are to end at 9:00 pm.

Supplies are not included in the above fees. All supplies to conform to UCUCC Greening Guidelines.

Revised 07/2016

Appendix I-1

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: 1/25/2016

Contact Person: Calico

Name of Group/Organization: Mindful Recovery

Is this a registered non profit 501(c)(3) organization? Yes No

Number of Paid staff in 2015? Full time 0 Part time 0

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

Highly varied. UW students up those who 70 years old, across age, culture, and gender.

How many clients did you serve last year?

300

Mission Statement:

The Buddhist Recovery Network promotes the use of Buddhist teachings and practices to help people recover from the suffering caused by addictive behaviors and is open to people of all backgrounds, and respectful of all recovery paths.

What is unique about your group/organization as compared to others with a similar mission?

We come together to acquire mediation skills, study teachings that help in our recovery, share our words with each other, and create group support. Mindfulness practice helps us develop the capacity to see clearly what we're attached to, so that we can let go of our clinging and aversion in order to ease the dis-ease of our recovery. How we differ from some groups, is that we neither wish to obsess with using, nor obsess with not using. Instead we wish to change our relationship of the obsessive thoughts, such that we recognize them for what they are, and are able to make healthy choices instead of reacting.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCC Facilities?

A good fit with respect for the physical space as well as the philosophy of the Mindful Recovery program.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

No changes. Continue the work of coming together to acquire mediation skills, study teachings that help in our recovery, share our words with each other, and create group support.

Is support from the Christian faith community important to your group? If yes, why?

Support from UCUC is important in terms of the space provided and the quiet, spiritual nature of it. It is an excellent space. It is not necessary to be in a church, however.

Do you use volunteers in your program? If so, in what capacity?

No

What facilities and parking do you currently use?

Chapel, lounge kitchen, and Lot A

Is this facility use crucial to your organization's success? If so, why?

- Not crucial. It is a great space and offers a spiritual surroundings ... if a client is looking for that ... and it is a "great place to be". If not available here, group would find other space, not necessarily in a church.

What additional information about your program would you like us to know?

Appendix I-2

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)
Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: 1/27/16

Contact Person: Mary Lloyd, Director

Name of Group/Organization: THE CHILDREN'S SCHOOL

Is this a registered nonprofit 501(c)(3) organization? Yes No

They are licensed as an Independent Private School. As part of this licensure they have a non-discrimination policy in effect. Their license limits their contact with any given student to four hours per student per day.

Number of Paid staff in 2015?

Full time 1(director)

Part time 8

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

TCS serves children ages 2 to 6 years old and their families. Urban families of moderate/modest means - families residing or working near the university (although their reach is expanding with many more children from neighborhoods such as East Lake, Maple Leaf, Green Lake, and Lake City). TCS has always accepted children of any race, color, national, or ethnic origin and their student population continues to reflect Seattle's changing demographics, both culturally and economically. Over the last decade ne-third to one-half of our student population has been nationally/ethnically multicultural.

How many clients did you serve last year?

56 students/families

Mission Statement:

“Our mission is to assist and nurture in a healthy and caring environment, the educational, social, emotional, and physical development of young children.”

What is unique about your group/organization as compared to others with a similar mission?

- We have been teaching and serving families for more than 50 years - spanning four generations (currently have 5 students whose parents are alumni).
- Over our tenure, we have remained mission-driven and consistent to our values and guiding principles that situate the child at the center of the learning process.
- We are a Montessori-based preschool integrating both the philosophy and best practices into our program (handout).
- Our teacher-to-student ratio is un-matched, our classrooms are small enabling teachers to give individual attention, but also large enough that children need to help each other. Ratio is 1 teacher for every 4 or 5 students.

- Our Pre3 Program is rare - not many programs serving this age, nor do other facilities accept students who are not potty-trained.
- Our PreK Program is both creative and challenging with an emphasis on readiness.
- Our teachers are experienced, trained, talented, and we have an outstanding retention rate.
- We provide financial aid and scholarship to families in need.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCF Facilities?

- We put into practice Recycling and Zero tolerance for garbage.
- We value sustainability and upkeep of our materials and space.
- We are service-oriented with a focus on philanthropy and stewardship - recycling program, caring for our space, donating to charities (UCUCF programs and playground, holiday family program, Heifer International, FoodBank donations, Nicklesville and encampment support).
- We provide financial aid and scholarships to families in need.
- We learn, play, inspire, and engage - all within a spirit of fun! We celebrate birthdays, holidays, current events, and important life accomplishments. We are an integral resource and support for our young families as they brave the complexities of starting out and raising young children.
- We are solid, reliable tenants of the building - have always been open/flexible as well as respected and accommodated the sense of shared space.
- Our program compliments CLCC and Tretin. We have always had students enrolled in our program that also attend one or both of these programs. We also have shared staff.
- We focus on safety and emergency preparedness - we developed curriculum and organizational planning/training to be ready (TCS Handbook online). We also pushed for key pads and maintaining a safe environment for our families and students. Safety extends to our use of the playground as well.
- TCS conducts regular background checks on employees. We are a fair employer and we pay our employees well. All teachers receive minimum wage but there is no benefit package at this time.
- TCS has always accepted children of any race, color, national, or ethnic origin and their student population continues to reflect Seattle's changing demographics, both culturally and economically.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

TCS has always provided quality early childhood education for all (even when it wasn't vogue). The City of Seattle and statewide initiatives are focused on early learning and new pedagogical models - TCS is poised to potentially contribute on a variety of levels. We see ourselves as agents of change.

The trends impacting early childhood education mirror the trends impacting the growth Seattle has seen since the recession. So much has happened so quickly...and it doesn't seem to be slowing down. Hence, we recognize that the costs for maintaining such high quality standards/programming is only going to continue to rise, so we are even more committed to growing our business including increasing our enrollment and expanding our revenue base. We

are committed to competitive wages for our teachers, and in the near future providing benefits and healthcare. It is our vision to expand our reach and create partnerships with like-minded organizations and institutions - for example, UW's School of Psychology has a Center for Children and Families Wellness.

Is support from the Christian faith community important to your group? If yes, why?

The support of the Christian faith community is important in that it frames the nature of the work we do. Although TCS is secular, our school was started by church members (ME Maltman, Sallie McArthur, et al.) and their underlying principles continue to inform what we do as an organization, service, and member of the broader communities we represent. Also, a significant number of church members have sent their children to TCS and recommended our program - e.g., Joan Davis, Marty Curry, David McCracken, Adams Family, et al. We support Superfluity through advertising in our newsletter, communication with parents, and donating items.

Moreover, the spirituality and sanctity of each child is vital to TCS, and the universal values such as kindness, peacefulness, dignity of others, global understanding, service to others, are foundations of Montessori education that shape our approach to teaching and learning. Our families practice many faiths - Christianity, Judaism, Islam, Buddhism, and more - and these religions and cultural traditions also constitute our curricular themes.

Do you use volunteers in your program? If so, in what capacity?

The majority of our program has always relied upon the participation of paid employees. TCS has a volunteer Board of Directors (currently 6 members that meet off-site 5 times per year), we also collaborate with local universities (UW, SU, SPU, North/Central Colleges) to offer Student Teaching positions for education students. We will occasionally have a parent or two volunteer in our classrooms or with a special activity.

What facilities and parking do you currently use?

Rooms 331,333,337,340, 341,343, and 345. Playground shared with Trettin and CLCC. We utilized 3 to 5 parking spots during our hours of operation (M-Th from 8:30 to 3:30 pm, F from 8:30 to 1:30 pm)

Is this facility use crucial to your organization's success? If so, why?

Yes, the facility is a primary reason for our success - geographic location and proximity to university and resources, design and layout of interior space(s), outdoor facilities/playground, storage, affordability, accessibility, flexibility of schedule and months not in use. Also, the availability of CLCC and Trettin in the same building definitely supports our program and families.

What additional information about your program would you like us to know?

We enjoy being a part of this unique community, and we want to stay in the building and our current space. However, for our organization to survive, thrive, and feel confident moving forward, it is critical that FURC considers a multiple-year lease (3, 4, or 5 years) for TCS.

Appendix I-3

**UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST
FACILITIES USE REVIEW COMMITTEE (FURC)**

Interview questions for non-UCUCC groups/organizations currently using the facility.

Date of interview: January 19, 2016 Contact person: Michele Sorensen

Name of Group/Organization: Child Learning and Care Center (CLCC)

Is this a registered non-profit 501(c)(3) organization Yes

Number of paid staff in 2015? Full time 6 Part-time 14

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

Our priority population is low income families with children aged between 15 months and kindergarten. We often provide services for parents who are students at the University of Washington. Our racial/ethnic composition varies without any clear trends, although we do see an increasing number of immigrant families.

How many clients did you serve last year?

We served 57 families, most of whom had only one child in our program.

Mission Statement:

Supported by the congregation of University Congregational United Church of Christ the mission of the UCUCC Child Care Programs is to provide high quality childcare. We strive to meet the needs of children in a nonsectarian, diverse, and safe environment. Priority in admission is given to low income families.

What is unique about your group/organization as compared to others with a similar mission?

Ours is the only early childhood education program in the area prioritizing serving low income families.

How do the values of your group/organization fit with the Values/Principles guiding use of UCUCC facilities?

Similar to the church, our pre-school is open and affirming of all types of families, regardless of race, ethnicity, sexual orientation, disability, or any other description. By emphasizing service to low-income families, we model social and economic justice.

What goals does your organization hope to accomplish in the next year, or what changes might you anticipate in your organization?

While we would love to expand our program, realistically that's not possible. However we do plan to expand our annual fund-raising campaign in 2016. In 2015, our fund raising yielded \$7,500, which is double what we received in 2014. We would like to improve the

our scoring on the standardized Early Achievers evaluations. We hope to assist our teachers with their education, such as attending classes at North Seattle Community College.

Is support from the Christian faith community important to your group? If yes, why?

YES! We would not be able to carry out our mission without support from this church. We are able to offer lower tuition rates, and provide time-off for our staff on holidays, as well as benefit packages, which many pre-school programs are unable to offer – all because of what the church provides

Do you use volunteers in your program? If so, in what capacity?

Yes – parents often volunteer time in our classroom activities. We also provide service learning credits to students, and with the expansion of North Seattle Community College's early childhood education program to include a bachelor's degree, we anticipate continuing and perhaps expanding our work with students. In addition, our board is a volunteer board and members are active with the school.

What facilities and parking do you currently use?

We use the child care wing, parts of O Hall, classrooms upstairs for staff training, occasionally the bride's room for meetings, the Playground, and parking spaces in Lot A.

Is this facility crucial to your organization's success?

Absolutely

What additional information about your program would you like us to know?

Our number one goal is to help children prepare for strong and healthy futures. We believe that survival skills help prevent future homelessness and provide coping skills as children mature. A strong grounding in life skills helps children succeed in school and their adult lives.

Appendix I-4

University Congregational United Church of Christ Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: January 19, 2106

Contact Person: Mary Jo Pierce

Name of Group/Organization: Trettin Drop-In Child Care Center

Is this a registered non profit 501(c)(3) organization? Yes No

Number of Paid staff in 2015? Full time 2 Part time 4

Hours worked by part time staff vary with needs each day.

Target Population (Who are the folks for whom you provide services?). Please provide any demographic information you may have.

All families that need “drop-in” childcare. A lot of people related to the UW -- visiting as well as students, families in the neighborhood who have limited or sporadic childcare needs. Also serve many people beyond the neighborhood -- people using Children’s Hospital, medical appointments, people with shift work. Increasing number of immigrant families but do not keep demographic statistics (note below the challenges of creating and maintaining a digitized database)

They have 4 DSHS clients and 3 - 4 who use UCUCC scholarships.
They have over 700 people who are registered, but some have moved or no longer need the service so don’t have an accurate count. And given the nature of the service it is almost impossible to define a regular client base.

How many clients did you serve last year?

Average 35 children per day.

They maintain a wait list for each morning and afternoon session as they are limited by state licensing to a certain number of children at any one time. If someone cancels, they contact the wait list. This happens quite frequently as they typically fill up each session.

Mission Statement:

To meet the local need for drop-in childcare in a caring, safe, nurturing environment.
To serve people in varied situations in meeting their occasional and/or limited childcare needs with quality caring childcare.

What is unique about your group/organization as compared to others with a similar mission?

Trettin remains the only licensed drop-in childcare facility in the area (maybe the city).
This service provides flexibility to parents and caregivers in a well-run, safe place.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCF Facilities?

Trettin is considered one of the outreach missions of the UCUCF and staff view themselves as providing important support to people in need of less than full time childcare assistance. It remains an affordable service with assistance for low-income families and the drop-in nature of the center is overall more affordable to people on limited incomes who cannot commit to a monthly fee.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

The goal is to maintain the stability of the program as this unique and valuable service to families who need flexible and affordable childcare. Certainly one important goal is to recruit and bring on board a new program manager who maintains and builds on the success of the program.

They also intend to meet the requirements to be part of the certified state early learning programs. This includes ongoing training of their staff on the language used with children -- getting them to think for themselves and encouraging their developing minds. This includes both training and materials for staff.

The program also wants to find a way to computerize their registration and attendance -- so far a challenge since people come more sporadically.

Is support from the Christian faith community important to your group? If yes, why?

They stressed the gratitude they have for the support from UCUCF, particularly from the Superfluity funds and smaller donations (including materials/supplies) throughout the year. While they do not have a specific faith connection, they clearly identify with UCUCF and the UCUCF Childcare Center as their supporting organizations.

Do you use volunteers in your program? If so, in what capacity?

They could use volunteers but don't often get them. This may be due to the need to do background checks as part of the licensing requirements. Volunteers can provide general assistance such as being with the kids, preparing materials and supplies, mending books, etc.

What facilities and parking do you currently use?

They use the lower level space they have occupied for many years as their main classroom, sometimes part of Ostrander Hall for indoor recreation on rainy days, the kitchen across the hall (attached to Pilgrim Room) for preparing snacks, and the playground. Staff have use of a couple of spaces in the parking lot, with most of them carpooling or taking the bus.

Is this facility use crucial to your organization's success? If so, why?

Mary Jo Pierce emphasized how well their space configuration works and how integral it is to the overall philosophy of encouraging a mixed-age and open environment for young children. She stated concerns that the same amount of space configured in smaller/separate rooms would

require more staff and less ability to maintain “eyes” on all that is going on efficiently if one staff person leaves to prepare snacks, etc.

She also noted that security is much better with the key card system and locked doors. She finally noted that new more energy efficient windows would be a great help .

What additional information about your program would you like us to know?

The elevator has been important to helping people with mobility issues and for those using strollers to transport their children.

They like the larger space they have and hope they can maintain this configuration in the future.

They recognize and appreciate the positive impact this program has on the community -- some parents have written letters of appreciation and others express verbal “thanks” for the flexible childcare services they provide to people with less regular needs.

Appendix I-5

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: January 5, 2016 plus information from interview with Kevin Geloff of the Interagency Academy and the website for UDYC.

Name of Group/Organization: University District Youth Center, a program of Youth Care, and which includes the Interagency Academy.

Is this a registered non-profit 501(c)(3) organization? Yes No

Number of Paid staff in 2015?

UDYC has 6.5 FTE plus a Chemical Dependency Counselor from Ryther. The Interagency School staff includes 3 teachers, one instructional assistant and a half-time mathematics intervention teacher. In addition to the on-site teachers they have access to all of the resources of the larger Interagency Academy, such as a dental van, school nurse visits, an itinerant reading specialist and a Teen Health Center which offers mental health counseling and general health care at the Columbia City Center.

Target Population: (Who are the folks for whom you provide services?): Please provide any demographic information you may have. See Mission Statement below

Mission Statement:

“UDYC provides homeless, at risk, runaway, and/or street involved youth ages 13-22 the opportunity, tools, & support in transitioning to improved living while creating a safe nurturing environment that values and respects the cultural diversity of the youth we serve.”

The following programs are offered through UDYC:

- **Drop-in Center:** Here they provide for some of the basic needs such as nutritious lunches, clothing, laundry and showers, bus tickets, and connections to ongoing services delineated below.
- **Case management:** This connects youth with services they will need to exit homelessness. This includes assisting the youth with housing, employment, family reconciliation, health services and legal assistance.
- **Employment:** The Zine Project hires homeless youth (ages 15-22) to work, learn, and write for eight weeks, Monday-Friday, 16-18 hours per week. Their efforts culminate in the creation of Zines (mini-magazines). An Employment Case Manager works with each youth to help them learn essential skills needed for obtaining and maintaining employment.
- **Substance Abuse:** On-site drug and alcohol counseling services and referral to outside services as necessary.
- **Education:** Provided by the Interagency Academy, a program of the Seattle School District. It is one of eleven small, alternative high schools in the Seattle School District and the only one north of the ship canal. Students include many homeless youth or youth-

in-transition, as well as some whom simply desire small classes and personalized learning plans. These students have not been successful in a traditional high school setting and would have dropped out of school if it were not for the Interagency Academy. They have most likely have experienced trauma at some time earlier in their life. The school provides a “trauma sensitive” environment that helps supports them while they learn the pro-social skills they need along with meeting their educational goals. There are no sex offenders or high-risk youth at the UDYC Interagency School.

How many clients did you serve last year?

50-100 clients per day utilize some component of the UDYC program. Last year about 800 unduplicated clients were served including the students at the Interagency Academy.

What is unique about your group/organization as compared to others with a similar mission?

Parent organization is Youth Care and is focused solely on homeless youth. Youth Care likes to develop relationships with the youth and within the community. Youth Care is leading the nation in youth services.

How do the values of your group/organization fit with the ‘ Values/Principles Guiding use of UCUCF Facilities’ ?

Serving youth where they are in life regardless of who they are.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

UDYC recently changed its parent organizations from Catholic Community Services to Youth Care and during the transition the hours of operation and the staffing will remain the same.

Is support from the Christian faith community important to your group? If yes, why?

No answer provided

Do you use volunteers in your program? If so, in what capacity?

No answer provided.

What facilities and parking do you currently use?

We have a contract to use the “Gold House” which has four parking spaces behind it. We are also allowed under contract to use up to 3 spaces in the UCUCF Parking lot on 16 Ave NE.

The Interagency Academy uses three classrooms on the Third Floor and the Library on a regular basis. It also uses the Chapel on occasion.

Is this facility use crucial to your organization’s success? If so, why?

Without the Gold House and the space used in UCUCF by the Interagency Academy the whole program would have to be moved elsewhere.

What additional information about your program would you like us to know?

No answer provided.

Appendix I-6

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: February 2016

Contact Person: Pat Stell

Name of Group/Organization: Seattle Lesbians over 40

Is this a registered non profit 501(c)(3) organization? ___ Yes No

Number of Paid staff in 2015? Full time ___ 0 Part time ___

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

Lesbians over 40. This is a portal group for newly realized or newly open lesbians – many in the “I thought I was heterosexual” transition. A few/occasional members are transsexuals. All are welcome, but this issue does surface from time to time as to whether they should be a more closed or specific group.

Longest continuously operating such group in the country – 40 years.

How many clients did you serve last year?

Hard to pin a number down as attendance varies each meeting. Usual attendance is 5 – 20/week

Mission Statement:

No formal statement. They are set up as a social and support group – not political. Political topics may come up at meetings, but they are not an action group.

What is unique about your group/organization as compared to others with a similar mission?

Their longevity, age requirement, non-political.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCC Facilities?

Their values include:

1. Community building through individual self esteem and empowerment.
2. Support members through prayer and caring actions during tough times. Family stand-ins.
3. Giving back to the community.
4. Open and affirming.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

None specific, but there are discussions around a 'coming together' with similar groups in area. Also looking into ways of expressing concerns over cuts to programs for seniors.

Is support from the Christian faith community important to your group? If yes, why?

Not specifically.

Do you use volunteers in your program? If so, in what capacity?

Yes. Leadership, speakers and organizers are all volunteers.

What facilities and parking do you currently use?

Pilgrim Room and lot A

Is this facility use crucial to your organization's success? If so, why?

Yes, Current rent is funded by passing the hat at meetings. Other facilities are more expensive and often do not offer access for limited mobility members.

What additional information about your program would you like us to know?

With attendance currently down, survival of the group is in question.

Appendix I-7

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: 1/11/16

Contact Person: Pat Prinz

Name of Group/Organization: AM Fresh Start ALANON Family Group

Is this a registered non profit 501(c)(3) organization? Yes No

Number of Paid staff in 2015? Full time 0 Part time 0

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

Family members of folks affected by someone else's addictions

How many clients did you serve last year?

We have 4 to 12 regular attending members (weekly) plus visitors

Mission Statement:

To support and provide comfort to folks affected by someone else's drinking or using

What is unique about your group/organization as compared to others with a similar mission?

We help each other by sharing our experience, strength and hope as we cope with the dysfunctional behaviors caused by addictions. We use the 12 steps of spiritual growth outlined in Alcoholics Anonymous. These steps guide us to seek and utilize a God or power greater than ourselves in order to solve our common problems, emphasizing the importance of assisting newcomers and those in acute crises.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCC Facilities?

See Above

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

As folks gain spiritual clarity and serenity, we share and write about our journey so as to benefit others. Our goal is to continue this 'recovery' process and to connect with the larger ALANON organizational efforts to foster recovery in all who suffer the effects of alcoholism/ addiction

Is support from the Christian faith community important to your group? If yes, why?

For many of us, YES. We also have atheists who are also attempting to follow our program, which asks only that one seek and use a 'power greater than themselves' in order to solve their/our common problems.

Do you use volunteers in your program? If so, in what capacity?

We are all volunteers.

What facilities and parking do you currently use?

Meet in the Pilgrim Room

A few of us park in the lot on 16th, only during meeting times (Sat, 9:30 to 11 AM)

Is this facility use crucial to your organization's success? If so, why?

Yes, because it is a safe and confidential environment in which to risk sharing ones deepest fears worries and hopes.

What additional information about your program would you like us to know?

That covers it!

Appendix I-8

University Congregational United Church of Christ
Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: April 1, 2016 Contact Person: Brandy Grant, Program Director

Name of Group/Organization: *Teen Feed*

Is this a registered non profit 501(c)(3) organization? X Yes ___ No

Number of Paid staff in 2015? 14 employees FT/PT and On-call

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

Since 1987, Teen Feed has tailored its services to the hundreds of homeless youth and young adults (YYA) between the ages of 13 and 25 who frequent Seattle's University District. As the threshold social service agency for many homeless YYA, our mission is to offer support to meet basic needs, build strong relationships, and ally with youth as they meet their future off the streets.

How many clients did you serve last year?

In 2015 we served 50-80 youth each night of the year and connected with over 950 individual youth in need. We offered over 25,000 nutritious meals to hungry youth.

Mission Statement:

Teen Feed works with the community to offer support to meet basic needs, build strong relationships, and ally with homeless youth as they meet their future off the streets. With the tremendous support of the community, Teen Feed responds to the most basic needs of homeless and at-risk youth in the following focus areas: healthy meals and lives, youth support coordination, street outreach, healthcare access, and engaging the community through service. Teen Feed responds to the most basic needs of homeless youth with four integrated programs: Teen Feed Meal Program, Street Talk Outreach Program (STOP), Service Links for Youth (SLY), and Youth Access to Care (YAC).

What is unique about your group/organization as compared to others with a similar mission?

Teen Feed's programs operate on the principle that when youth are able to rely on consistent contact with safe and non-judgmental adults, they are better able to take on the challenges of finding safe shelter, a job, or attending to their mental or physical health. Teen Feed is a confidential program that respects the needs for safety and privacy of the young people we serve. The Teen Feed meal acts as an axis point for homeless and street-involved YYA to connect with the supportive services they need to achieve stability. We provide meal site schedules to youth in program, during outreach, and at the Teen Feed office. Teen Feed offers four (4) highly integrated programs.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCF Facilities?

Teen Feed shares the same core values and principles around the following: we believe in social justice, responding to the emerging needs of the community, seeking ways to improve programming to help at risk and vulnerable populations. We are also aligned with UCUCF when it comes to non-discriminatory practices, fair, and equitable pay and benefits to staff and all those who participate in direct services and programming. All people are entitled to the basic human rights of health, safety, and self-determination.

We work to foster a sense of mutual respect with our clients. We recognize the autonomy of the youth we serve and respect their values and judgment.

The young people we serve have the right to impart meaningful input to Teen Feed and our programs.

We build and nurture relationships through consistency, trust, and mutual accountability.

Homelessness is not a reflection of the merits of one's character. We are all people of equal value; any of us could be in the same situation as the people we serve.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

We are in the process of developing our next 5-6 year Strategic Planning session and enhance, sustain, and build what we already have in place. Looking to our youth and partners and see how we can improve what we are doing and continue to do what we do well.

Is support from the Christian faith community important to your group? If yes, why?

Support from our faith based community is heavily relied on and is the root and foundation of how the organization was even birthed it was the community churches and medical stakeholders of the community that began to minister to youth and young adults.

Do you use volunteers in your program? If so, in what capacity?

Teen Feed accepted over \$322,000 of in-kind donations of food and supplies in 2015 by our volunteer meal teams and physical space donated by faith congregation sites and our community partners to leverage your financial support of youth in need at Teen Feed.

Volunteers are the life-blood here at teen feed. Individual, Corporate and Faith-based groups are welcome for nightly meals, days of caring and customized internships.

What facilities and parking do you currently use?

UCUCF, University Lutheran, ROOTS Young Adult Shelter for meals. And the Teen Feed administrative offices located at 4740B University Way NE Seattle, WA

Is this facility use crucial to your organization's success? If so, why?

UCUCF is a pillar amongst the youth in the community and Teen Feed finding another faith based organization that exemplifies that basic tenants of faith, fellowship and the act of giving

we could not be in better hands. We were only able to serve over 24,000 plus meals last year because over 50% of our time is spent in the UCUC facilities.

What additional information about your program would you like us to know?

Teen Feed Meal Program

Teen Feed Meal Program provides homeless youth with nutritious food, respite, and support at three locations: Seattle's University District, Auburn, and Rainier Beach. Over a warm meal, staff and volunteers link youth with the resources and services they need to achieve stability.

Service Links for Youth Program (SLY)

Support Coordination: In complement to our Meal Program, our Service Links for Youth (SLY) coordinators work to provide crisis intervention services (referrals to shelter, warm clothing, bus tickets, family reunification) and to meet basic needs like mailing addresses, help obtaining a state identification, employment referrals, housing, and more. SLY is a case management program designed to help youth who are ready to begin the transition to life off the streets. SLY was developed in 1998 after Teen Feed became concerned that many homeless and street-involved youth were not comfortable accessing traditional, agency-based services. Unlike traditional “case management,” SLY was designed as a youth-centered support program that affirms the strengths of each participant as they meet self-identified goals. Our Support Coordinator builds a relationship with each youth to learn what types of resources will help them best succeed. SLY is unique in its focus on meeting youth on the streets and in programs, and it serves a broader range of youth—ages 13 to 25—than most other programs.

The Street Talk Outreach Program (STOP)

Street Outreach: In complement to our Meal Program, our Street Talk Outreach Program (STOP) proactively and preventatively reaches out to the most isolated homeless youth to address and reverse the negative impacts of street-life. STOP does this by connecting with youth in their own environment—the streets, alleys, and parks where they hang out—even before they are willing to approach adults for help and offers them warm coffee, granola bars, new socks, the nightly meal schedule, and support service information.

(STOP) is aimed at high-risk youth who avoid traditional social service agencies. Armed with backpacks, warm water, granola and soups, STOP sends out teams of staff and peer outreach workers to meet youth in their own environment—the streets and green spaces where they spend most of their time. In 2015, STOP made over 3,614 positive contacts with youth on the streets, offering socks, food, referrals to resources, and a relationship with a caring adult – a 30% increase over 2014, and we are growing still. Focusing on building a relationship with homeless youth in their environment breaks down the resistance many have to engaging and working with trusting adults. STOP takes it a step further. We provide support coordination services (case management) for homeless youth ages 18-25 who may not be eligible for our SLY program. In support of this work, STOP Peer Youth Internship Program provides youth transitioning out of homelessness with employment experience while supporting their peers. Youth Interns work for 10 hours per week at a rate of \$15.00 per hour for six months of service, assisting on outreach and supporting the Teen Feed meal program. This program enables interns to save funds for rent,

providing valuable experience and employment reference while building connections with their peers. In 2015 STOP case managers helped more kids into housing than in any prior year.

Youth Access to Care (YAC) Program

Healthcare Coordination: In complement to our Meal Program, our Youth Access to Care (YAC) Healthcare Coordinators help homeless youth actively participate in their wellness, make positive choices, and optimize their health and well-being to achieve stability. Our Healthcare Coordinators enroll youth in healthcare services and help them to find and build positive relationships with care providers.

Youth Access to Care (YAC) provides navigation services for homeless, at-risk, and food insecure young people in need of healthcare. Through Washington State's Medicaid expansion, nearly all of Teen Feed's guests are newly eligible for both medical and dental insurance, so we leverage new health benefits to obtain preventative care and address preexisting mental and physical health conditions. Teen Feed is a contracted In-Person Assister Organization working in partnership with the Washington Health Benefit Exchange and Washington Healthplanfinder.

Homeless youth are often victims of trauma. Our young people report that "conflict at home with parents and caregivers" is the primary cause of their instability, such as physical or sexual abuse, a parent or guardian's drug or alcohol use or being rejected from the family home due to sexual orientation or economic circumstances. When our youth hit the streets, they are usually unprepared to deal with municipal systems and basic needs such as finding food and shelter, and they are extremely vulnerable. Consequently, a Teen Feed meal or STOP outreach meeting is often the very first contact homeless youth have with support providers who can make referrals to appropriate services. As many of the youth we serve are largely nomadic, and mistrustful of adults and social service agencies, our philosophy is to encourage participation by starting with an invitation to a warm meal in a safe place, and requiring minimal information for entry, which often sets us apart from other traditional service organizations that require more demographic information.

Teen Feed's guests receive more than a meal. At a minimum, they will enjoy nutritious food, access basic needs items, and interact with a caring multigenerational "family" of support. Research has shown that when street youth are given an opportunity to build rapport and trust with responsible adults, they begin to identify goals and develop a strategy to exit street life. This human contact in an otherwise tumultuous and disconnected life is of utmost importance to the youth we serve. Teen Feed gets it right.

Appendix I-9

University Congregational United Church of Christ Facilities Use Review Committee (FURC)

Interview questions for non-UCUCC groups/organizations currently using the facility

Date of interview: March 2016

Contact Persons: Jo Gustafson, Director and
Greg Turner, Chair of the Board of Directors

Name of Group/Organization: United Churches Emergency Fund

Is this a registered non profit 501(c)(3) organization? Yes No

Number of Paid staff in 2015? Full time 1 Part time 1

Target Population (Who are the folks for whom you provide services?): Please provide any demographic information you may have.

Low-income/ homeless individuals and families mostly from zip codes 98103, 98105, and 98115. St. Marks on Capitol Hill contributes \$1,000 per year so that they may refer clients from their community. There is no similar program on Capitol Hill.

How many clients did you serve last year?

721 including 158 children

Clients are only served with money once a year and for a total of three times. They may be served more often for referrals, etc.

Mission Statement:

We believe everyone deserves a home. We provide compassionate listening, focused referrals, and financial assistance to prevent homelessness.

What is unique about your group/organization as compared to others with a similar mission?

We began in 1986 as a mission started by an ecumenical gathering of churches in the University District. As such, we see what we do as an extension of the ministries of the churches we serve.

How do the values of your group/organization fit with the Values/Principles Guiding use of UCUCC Facilities ?

We believe everyone deserves a home. We provide compassionate listening, focused referrals, and financial assistance to prevent homelessness. The UCEF also provides passes for metro buses, hygiene kits put together by churches and volunteers, and vouchers for the Methodist thrift store.

What goals does your organization hope to accomplish in the next year or what changes might you anticipate in your organization?

We recognize that our model of sustainability over the past 30 years is outdated. So, we are in the process of entering into the world of social media, getting our message out to more people so that we can help even more folks stay in their homes. This is both to raise more money and provide more awareness to those in need.

Is support from the Christian faith community important to your group? If yes, why?

Churches provide 48% of our income. Also, we see our work as an extension of their ministries. Clients tell us often that the thing they find the most valuable service we provide is compassionate, nonjudgmental listening. Many of our volunteers come from our supporting churches, including our board members.

Do you use volunteers in your program? If so, in what capacity?

We use volunteers in the assessment office, interviewing clients one on one, providing compassionate listening, focused referrals, and financial assistance.

What facilities and parking do you currently use?

We have an office with 2 rooms in the basement next to Trettin. The executive director uses the parking slot in front of the office on 45th. Volunteers use the parking lots.

Is this facility use crucial to your organization's success? If so, why?

Absolutely! We would not have a business without it. The UCEF needs a convenient, low-cost space to directly serve the clients in this area.

What additional information about your program would you like us to know?

The UCEF is going through some changes to be more effective in the community. Some of the University District churches that used to be strong supporters are no longer doing so due to their own financial challenges. UCEF has drawn support from Seattle churches outside of the immediate University District and therefore serves clients from a broader area. It is also working to draw in funds from sources other than the local churches. One approach is to increase digital marketing to increase community awareness and expansion of services, as well as funding. The UCEF works in partnership with other community organizations including LIHI, YWCA, Solid Ground, and Bellwether Housing. It would be very helpful to have a professional social worker that could assist with needs assessments and referrals. They are looking for more volunteers and board members.

Appendix J

Facilities Use Review Committee Report of current status of 'Storage' and miscellaneous areas in UCUC May 23, 2016

FIRST FLOOR:

1. South Wing:

- 100A—Paint storage, Mary's Place, and some Turner Books
- 100B—Youth program supplies
- Hallway across from Rooms 105 & 106—Emergency Feeding Program Food Storage
- Closet next to elevator—elevator operations room

2. Main Building:

Hallway by restrooms:

- 126 F (Northwest closet)—Seabeck Storage
- Northeast shower—shower and Mary's Place storage
- Southwest closet—Janitor's closet
- Southeast shower—shower and Mary's Place storage

Ostrander Hall complex:

- 126A—Sprinkler controls
- 126B—CLCC Financial Records/Trettin Storage/Play area equipment
- 126C—Nativity, risers, podium, tables and chairs
- 126D—Ladders, tables and chairs
- 150—Mechanical (air conditioning) equipment and superfluity furniture storage
- O'Hall Stage West Closet—Christmas stuff, Advent workshop materials, banners
- South closet by stairs to O'Hall stage—A/V equipment
- 131—Mechanical room, boilers etc
- 132—Teen feed table and equipment storage
- 133—Electrical room, Superfluity display storage, Janitorial supplies when not being used by Superfluity

3. North Wing:

- 137—Choir office, drum storage, music storage
- 143A—Bells for bell choir, tables for bell choir, music, Turner Books, other stuff??
- 145—Mechanical blower room
- 148—Custodial supply closet
- Closet under north stairwell—Janitorial supplies and some Christmas decorations

SECOND FLOOR:

Chapel area:

- 200B—UDYC school shelf, chapel supplies
- 200C—Chapel supplies, C.E. supplies

Hallway between chapel and Library—small tables for Narthex

Library—Closets in East Wall of library filled with stuff

- 209A—Table linens, and chairs for use in lounge
- 218—Office Supply closet

- 234—Flower room and A/V controls for sanctuary
- 250A—Chancel closet with sound equipment and liturgical banners
- 250B—Janitorial storage
- 240A—CLCC office

THIRD FLOOR:

1. South Wing:
 - 300—Archives
 - 310—UCUCC Financial Records
 - 316—C.E. art supplies
 - 317—Liturgical arts storage and meeting room
2. Main building:
 - 319—UDYC Computer storage and office
 - Hallway by Restrooms:
 - NW room—Marimba, xylophone, slats of wood for ???
 - NE room—A/V storage of TV etc.
 - SW room—Sprinkler controls
3. North Wing
 - 335 (Office)—Seabeck storage, children's books, C.E. supplies, Christmas pageant costumes, office desk
 - 339—Turner Books
 - Hallway going to 339—Turner Books
 - 350—CLCC office and CLCC storage