

UNITARIAN-UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE

POLICIES & PROCEDURES

Inclement Weather Policy

EFFECTIVE DATE: February 19, 2009

PURPOSE: To ensure the safety of UUFP staff, visitors, members and renters in case of inclement weather. The UUFP building will close under certain circumstances of inclement weather.

UUFP Sunday Morning Services: The Sunday morning service will be cancelled should the roads become difficult to drive or if the lot will not be plowed within 45 minutes of the starting time of the service. If the Sunday Service is cancelled, all other Sunday activities (meetings, programs, etc.) are also cancelled unless specifically reinstated.

Staff or program committee members are expected to contact the following personnel (in the order given) to make a decision or to discuss the status of the weather when there is a concern. The decision to close must be made at least 90 minutes prior to the start of the Sunday service.

1. Minister, if presenting the Sunday service.
2. Chair of the Program Committee, if the minister is not presenting the Sunday service.

The Minister or Chair of the Program Committee will consult with one of:

1. President
2. Vice-president
3. Other board member (if none of the above is available)

When a decision is made to close the building for a Sunday service the personnel involved will do the following:

- Initiate the robo-call notification system
- Change the voice mail on the phone at the fellowship
- Arrange for notice to be placed on the website.

Staff: In the event that the roads become too difficult to drive staff will be allowed to leave work early. If any of the following conditions occur, staff will be excused from work that day:

- If upon arrival to work the parking lot is unplowed or the walkways are impassible.
- If City of Poughkeepsie schools are closed for the day.

In either case staff will receive their regular pay and not be penalized for the day.

Other Uses

The UUFP building is used outside of Sunday Services by Renters, Committees, Sponsored Organizations, and other Meetings. In all cases, the organizers are expected to use common sense in deciding to hold their program and will contact the office or personnel to determine whether the building has been closed. When a decision is made to close the building, the personnel involved will do the following:

- Change the voice mail on the phone at the fellowship
- Arrange for notice to be placed on the website

Renters will not be expected to pay for the rental if the decision is made to close the building.

