

Building and Space Aesthetics — Guideline & Evaluation Checklist

*Requestor please review and acknowledge:
I have reviewed this guideline and checklist and
understand the donation/loan option/design options.*

Signature: _____

Date: _____

Overview

This guideline outlines the process for requesting, evaluating, approving, and assigning location/placements of items within UUPF's buildings and grounds. Before items are accepted or installed, UUPF requires that its Aesthetic Team (AT) review requests and provide their evaluation/recommendations to the Building & Grounds (B&G) Committee for final review. The B&G Committee is the owner/maintainer of this Guideline. All committee members should be alerted to this process.

Request and Evaluation Process

1. To place, hang or request an item, the person or committee presents a written request to any B&G or AT contact. Please include any illustrations or documentation that will be useful during evaluation.
2. The owner/lender/donor will receive a copy of this guideline and returns a signed copy as an acknowledgement.
3. The Aesthetic Team will request and obtain any clarifications and comments. They will evaluate the item based on written guidelines and forward recommendations to the B&G chairperson.
4. The B&G committee may present some requests to the Coordinating Council for further discussion or approvals.
5. B&G notifies the requestor and provides any further instructions or conditions.
6. **On Loan Items:** On-loan items require a **Limited-Loan Statement** listing items, dates, ownership, etc. The Aesthetic Team/B&G notifies loaner in writing when these items are ready to be reclaimed. Items not reclaimed within one (1) year of written notification will be considered Fellowship property and may be disposed of, donated, or sold. Owner understands B&G Committee will take reasonable care of the item while on loan and releases UUPF from all liability of potential damage during the loan period.
7. **Donated items:** Become permanent property of the Fellowship. Items may be moved or disposed of at a later date at the discretion of the Building and Grounds Committee after a review of the Aesthetic Team.

Acceptability, ownership, installation and use of items

1. Both artistic and functional items require an AT evaluation which includes factors such as size, functionality, permanency, safety and insurance. Items for the Sanctuary space require a higher level of evaluation. AT reports their results and recommendations to the B&G Committee. The B&G Committee can modify or accept the request; and for some items, they may request Council or Committee of the Whole consensus before a final approval is received.
2. Items accepted will be considered owned by the Fellowship unless a **Limited-Loan Statement** is signed and received from the lender/owner. Most if not all items will be rotated out on a periodic basis at the discretion of the B&G committee, or by necessity as determined by the B&G committee.
3. Items selected must be installed or positioned under the direction of the B&G Committee. The item remains in that locale until changed out under the direction of B&G. On-loan items will be returned to the owners within the prescribed time.

Criteria for evaluating items being considered

1. The Team will use the **Aesthetic Evaluation Checklist** to assess the acceptability of item/s being offered (artwork, or fixtures that will hang or be set or posted in various locations). An item may be deemed acceptable but the location and the length of use may be adjusted by the AT and/or the B&G committee.
2. Unless otherwise stated, all non-permanent fixtures will be rotated out as new items are accepted.

Exclusions

- Installed Bulletin Boards or temporary/free-standing/ table-top displays that committees manage (for posting instructions, notices, special-event announcements)
- Special occasions/events — unless item installation requires drilling, hammering, digging, fixture relocation, etc.

Team composition and responsibilities

- The Aesthetic Team, a subset of Building and Grounds, must be committed to giving prompt assessments and they will use the evaluation criteria maintained in this guideline for each item/request. They will also recommend modifications to the evaluation process as needed. Team members are expected to rotate on and off the team whose teammates are responsible for recruiting replacements from among the UUPF community.

Aesthetic Evaluation Checklist [_____] Evaluation date

Item

Description: _____

Loaned items require completing a Limited Loan Agreement (See page 3)

[] Donated [] Loaned [] Purchase/Design requested

Requestor: _____ owner? [] Y/N

Location suggested: _____

[] **YES** [] **NO** → **Are any sketches, photos, other documents attached to this Checklist?**

Rating values: 0 = does not meet criteria 1 - 2 = appears doable 3 = exceeds criteria –or– not a factor

Rating	Criteria	Comments
	Safety concerns (fire, potential for injury, stability, etc.)	
	Item is consistent with the overall character of the building	
	Item is consistent with our UU Principles and ADA guidelines	
	Color/Materials are acceptable	
	Size is acceptable	
	Location/s are available to display, hang or position the item	
	Location being requested is acceptable If not, indicate concern or alternate location	
	Item can be mounted with minimal impact to walls, carpet, etc.	
	[<input type="checkbox"/>] Installation expense approved [<input type="checkbox"/>] pre paid [<input type="checkbox"/>] not a factor	
	TOTAL Rating (max total 27)	

Limited-Loan statement is completed? → [] n/a [] NO [] YES [] In Process * Lender name: _____

“Yes” responses may increase the need for Council or Committee of the Whole consensus before approval

Y, N, U	Question	indicate Y= yes, N= no, U=unknown n/a= not a factor	comments
	Is the item proposed for the Sanctuary area?		
	Does this require any structural changes? or installation costs?		
	Will its position impact seating capacity, parking or access areas?		
	Are there any Insurance coverage factors to consider?		

Aesthetic Team additional comments.

1) Aesthetic Team Recommendation:
2) Location recommendations:

1) Building & Ground Recommendation:
2) Location Decision:
3) Installation technique to be used:

Requestor notified by: _____ date: _____

Limited-Loan Statement

_____] date

Return a signed copy to the Loaner

Owner/Lender Name and address info
phone/email
List all items separately Items being loaned to UU PEACE Fellowship for display or use <i>Use extra pages if needed to provide more details</i> 1. Describe any special handling

yes or **no** Requires more than one person to lift/hang/move?

Loan dates ¹:

Start date (mm/dd/yy): _____

End date (mm/dd/yy): _____

The Building & Grounds Committee may be required to end the loan date earlier and will notify the lender as soon as possible

Other information:

Items not reclaimed within one (1) year of written notification will be considered Fellowship property and may be disposed of, donated, or sold. Owner understands B&G Committee will take reasonable care of the item while on loan and releases UUPF from all liability of potential damage during that time.

Signed: _____ (Loaner) Date: _____

Received by: _____ (UU PEACE contact)
When completed and reviewed, forward this signed statement to the UUPF Secretary

¹ *Loans of exhibition items typically are for 3 months or less. Please provide dates and enough details so that at the end of the loan these items are made available and the lender is notified.*