



Tapestry: A Unitarian Universalist Congregation

Title: Facilities Modification Policy	
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Date Board Approved Recent Revision: 8.13.20	Date(s) Revised: 2.15.19 Connie Pursell
Approval Signature: Christine Krueger Title: Board President	

Overview

Background and History

Tapestry moved into a new permanent building in January, 2019. In order to maintain an aesthetically pleasing atmosphere and functional layout in keeping with Tapestry's stated mission, the Board of Trustees establishes this policy to assure that any modifications to the congregational building or grounds meet certain standards.

Mission: Our mission is to be a transformational home for liberal spirituality and a dynamic community leader in South Orange County and beyond.

Purpose

To provide guidelines for any modifications to Tapestry's building or grounds.

Policy

Any modifications or proposed modifications to the Tapestry building requires approval by the Aesthetics Committee, the Building and Ground Committee and the Board of Directors as outlined in this document.

Overview, Continued

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Definitions

The table below defines the terms and acronyms used in this document:

Term	Definition

Procedures and Steps

Completion of Facility Modification Request Form

The first step is to complete the **Facility Modification Request Form** which can be found on the Tapestry web site. Be sure to describe the request in sufficient detail that the reviewers will have a clear picture of the purpose, look, size and scope of the proposal.

Examples of types of requests might be:

- Installation of a bike rack near the building entrance
- Modification of ramps or curbs near the building entrance
- Addition of handrails near building entrances
- Installation of automatic sliding doors
- Installation of sound proofing materials or acoustical tiles
- Changes or additions to signage
- Changes to exterior windows
- Changes to interior doors
- Changes to walls, paint, flooring or carpeting
- Addition of outdoor tables, seating or patio structures near the building
- Addition of handrails in strategic areas
- Addition of art or posters, décor, wall or recognition plaques, display racks or cases, or other permanently affixed items such as bookcases or shelving

Review by Aesthetics Committee

New projects involving changes to any aspect of the church building and/or grounds, including the parking area, must first be reviewed and approved by the Aesthetics Committee to assure that the proposed modification will be functionally and visually pleasing. This should include a review of accessibility issues to be considered.

Review by Building and Grounds Committee

After approval by the Aesthetics Committee, the Building and Grounds Committee reviews the request. Any recommendation that is functional, aesthetically pleasing, cost-effective and in keeping with Tapestry's stated mission is worthy of submission and review once approved by the Aesthetics Committee.

The Building and Grounds Committee is open to considering all projects unless there is a significant aspect of implementation and/or sustainability that makes the idea impractical or otherwise unsound. The rules and regulations of the homeowner association to which the building belongs must be part of the consideration, as well as adherence to any local building codes (if applicable). This should also include a review of accessibility issues to be considered.

Procedures and Steps, Continued

Review by the Board of Trustees

If approved by the Aesthetics Committee and the Building and Grounds Committee, the project will be reviewed by the Board of Trustees.

Board consideration for project approval will be based on information provided on the “Buildings & Grounds Modification Request” form, along with any comments or recommendations from the two committees, including:

- Stated goal/purpose of the project relative to Tapestry’s mission and ends
- Safety considerations
- Description of material and labor costs
- Specific timeline for implementation
- Ability to sustain and maintain the project once implemented, if applicable
- Ability to meet any expected continuing costs needs
- Person hours and labor source needs for continued operation and upkeep/maintenance, if applicable

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