

# Music Exchange Policy and Program Planning Checklist

**Music Exchange Policy:** In exchange for one Sunday service, musicians/groups can receive one 4-hour sanctuary rental free of charge. (Needs beyond the 4-hour period may incur an additional fee.) The exchange must be arranged prior to use with the consent of either the Music Director or the Reverend (or the Summer Music Coordinator, in the case of a summer service.) The sanctuary use must be pre-contracted, if at all possible, and the exchange is null and void after one year from the service provided. The details of the music provided within the service is at the discretion of the Music Director, Reverend or Summer Music Coordinator, and it is up to the musician/group to work out those details directly.

## Planning Checklist:

Copies of forms and other resources may be obtained from the BUF Office.

- ❑ **Check with Music Director, Reverend or Summer Music Coordinator** – make a verbal agreement about the dates of Sunday service.
- ❑ **Check Calendar** – Check with Administrator for scheduling conflicts via phone or email, indicating that who you spoke with and the dates of the exchange.
- ❑ **Complete a Music Exchange Reservation Request Form** – Each signed application by user/group should be made at least two weeks in advance of the date of proposed use.
- ❑ **Review Additional Planning Materials** – Including PR Expectations, Childcare Guidelines, Accessibility Considerations
- ❑ **Complete a Building Use Conditions and Regulations Form**
- ❑ **Final approval** – to be determined by the Administrator and Music Director after all approval conditionals are met.
- ❑ **Deposit** – must be made in order to confirm reservation. This is held and not deposited unless you are informed first, after the building use.
- ❑ **Facility Orientation** – Includes general building information, instruction for use of lighting and equipment, clean-up requirements, and lock-up procedures.
- ❑ **Recycling and Food Composting Agreement and Maintenance Checklist** – provided with Building Use Conditions and Regulations form or at time of Facility Orientation.
- ❑ **Keys** – to be checked out between one and two days prior to event. Must be returned to BUF office immediately following the event with the Maintenance Checklist.

# Music Exchange Program Planning Form

This form is intended as a tool to guide comprehensive planning in alignment with our values and to communicate important details to congregational leaders and members. All External BUF programs, including Music Exchanges, are required to complete this form and Internal BUF programs are highly encouraged to use it as a planning guide. Attach additional pages or materials if available or required. Refer to the Program Planning and Facility Use Resource Guide for additional forms and materials.

*Title of Program:* \_\_\_\_\_

- Check if this program is developed for/with a community Not-For-Profit organization*

*Contact Person; Title:* \_\_\_\_\_

*Phone/Email:* \_\_\_\_\_

*BUF Contact: (if not administrator)* \_\_\_\_\_

## Program Details

*Description of Program: (include dates/times)*

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*Describe the program background and history with BUF:*

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*Who is the intended audience of the program?*

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*What are the short term and long term goals?*

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*Are BUF members or friends currently involved in this program and in what capacity?*

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*Are there any program timelines / deadlines?*

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**Alignment**

*What are the benefits to the BUF community and larger community?*

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*What are the opportunities for BUF member involvement? (i.e. volunteer, mentor, career)*

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*What is the date/time and details of the Sunday exchange? (If you do not know this currently, please leave blank and contact Administrator when details are finalized.)*

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**Planning Considerations**

Are there childcare needs for this program? (See Childcare Guidelines)  
What accessibility considerations have been identified? (See Accessibility Considerations)  
Are there facility needs beyond allotted program times? (See Administrator)

**Budget Considerations**

*Will this generate revenue for BUF or a BUF group and, if so, how will those funds be used:*

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**Approvals**

- \* Activities with significant religious or spiritual content must be approved by the Minister
- \* Activities that include fund raising must be approved by the Executive Team
- \* Leadership Programs must be approved by the Leadership Program Team

\_\_\_\_\_  
*\*\*Administrator*

\_\_\_\_\_  
*\*\*\*Music Director*

\_\_\_\_\_  
*\*\*\*BUF Minister*

\_\_\_\_\_  
*\*\*\*Open Pulpit Coordinator*

\*\* = required signature      \*\*\* = at least one signature required