



## FIRST UNITARIAN SOCIETY IN NEWTON

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FUSN Issuance 2010-16

Policy  Information

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**From:** Pat Rohan  
Chair, Operations Council

**Date:** November 24, 2010

**Subject:** How to Reserve Space at FUSN and/or  
Schedule an Event on the On-line Calendar

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**Background:** There are numerous requests from committees and other FUSN congregation members to reserve space at FUSN for meetings, social events and the like. In addition, there are times when these individuals want to record an event on the FUSN on-line calendar. Access to record events on the FUSN calendar is restricted.

**How To Reserve Space:** Anyone who wishes to reserve space at FUSN for a meeting, social event, etc. needs to contact the Administrator (Fran Clancy, office@fusen.org) to do so. If the space is needed for a FUSN related event, there will generally be no charge for the space. Reservations for space are on a first come, first served basis. In addition, booking space for the same one time event on multiple dates will not be allowed.

Charges and rules for space rental for non-FUSN related events can be found on the FUSN website.

**Recording an Event on the FUSN On-line Calendar:** For any event where space at FUSN has been reserved, the Administrator will also record the event on the FUSN on-line calendar, which is accessed through the website. In addition, individuals or groups may wish to have a FUSN related event on the on-line calendar even when the event is held elsewhere than FUSN and this is encouraged. To do so, you also need to contact the Administrator and ask her to book the event on the calendar.