

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT
AESTHETIC FURNISHINGS, DECOR AND ART
POLICY AND PROCEDURE

The Unitarian Universalist Church of the Desert (UUCOD) establishes this Policy and Procedure to clarify the procedure for the acquisition, management and disposal of aesthetic furnishings, décor and art.

I. Purpose.

This document articulates UUCOD policies and procedures concerning aesthetic furnishings, décor and art.

II. Scope.

1. The scope of this Policy and Procedure is limited to the furnishings, décor and art that are largely aesthetic rather than functional. It applies to any item whether indoors, on or attached to the building, or on the grounds.
2. The scope does not include items that are intended for donation and sale, which are covered in the Gift Acceptance and Disposition Policy.
3. The scope does not cover furnishing items that are primarily functional, such as tables, chairs, desks, cabinets or window coverings, even though they may have an aesthetic component.

III. Criteria

1. Selection and Approval Criteria

1. Items must be consistent with the UUA Principles, and preferably be in advancement of those principles, the UUCOD Mission Statement, and the current Board goals and objectives.
2. Items should be consistent with the design aesthetics of the UUCOD building, furnishings and grounds.
3. Items should not incur undue costs to administer or maintain, nor cause UUCOD to incur excessive liability or other risks.
4. The proposed location must be defined.

2. Additional Criteria for Gifts, Donations or Loans of Aesthetic Furnishings, Décor or Art.
 1. Acceptance of gifts, donations or loans of aesthetic furnishings, décor or art is the responsibility of the Board.
 2. Unless the gifted item is on loan, ownership of the item transfers to UUCOD upon acceptance by the Board and receipt of the donation. A written acknowledgement of the gift stating the transfer of ownership will be provided to the donor.
 3. All terms and restrictions relating to the gift or loan must be clearly documented and reviewed by the Board prior to acceptance. UUCOD will assume no liability for theft or damage, or care and maintenance.
 4. Not all proposed gifts need to be accepted. Some proposed gifts, while deeply appreciated, will not meet UUCOD's policy guidelines and should be declined, with regret.
 5. Unless otherwise approved by the Board, or unless the costs are *de minimus*, as determined by the Board, the donor is expected to pay the costs associated with the gift, such as documenting essential information regarding a gift, environmental assessments, appraisals, transportation, and installation.
 6. On an ad hoc basis, as needed, gifts and donations and any requested terms and conditions should be reviewed by legal counsel prior to acceptance.
 7. Valuations and Donor Recognition will follow the policy defined in the UUCOD Gift Acceptance and Disposition Policy and Procedure.

IV. Art and Decor Ad Hoc Task Force

1. The Art and Decor Ad Hoc Task Force, working in conjunction with the Facilities Committee, shall evaluate potential additions or changes to our aesthetic furnishings, décor and art to the Criteria and make a recommendation to the Board.
2. The Art and Decor Task Force will be formed on an ad hoc basis as needed.
 1. The Facilities Chair will appoint one person, with an emphasis on evaluating administration, care and maintenance implications.

2. The Board may appoint two or more additional people, with an emphasis on evaluating the aesthetics.

V. Gift or Loan Acceptance Process.

1. Any donor offer will be initially referred to a Board Member who will provide a copy of the Criteria to the donor and the donor will decide whether to pursue.
2. The Board Member will present the donation offer to the Board (the donor may attend).
3. The Board will reject the offer, accept the offer, or form an ad hoc Art and Decor Task Force and ask for a recommendation.
4. The Art and Decor Task Force will make a recommendation to the Board, and the Board will vote to accept or reject the recommendation.

VI. Stealth Donations

1. On occasion, items simply appear at UUCOD, dropped off presumably as a donation. Such a practice should be discouraged.
2. If the owner is known, then an attempt to contact them is a recommended practice, but not required. Regardless, any items dropped at UUCOD without prior approval become property of UUCOD, with a presumption of zero value.
3. Stealth donations will be considered as items for disposal or sale, unless a Board Member voluntarily chooses to initiate the Gift or Loan Acceptance Process described above.

VII. Commissioning or Purchasing Art and Décor

1. Proposals should be initially referred to a Board Member.
2. The Board Member will provide a copy of the Criteria to the proposer and the proposer will decide whether to pursue. The proposer must create a brief statement (one page) describing the proposal and how it meets the criteria.
3. The Board Member or the individual making the proposal will present the proposal to the Board.
4. The Board will either reject the proposal or form an Art and Decor Ad Hoc Task Force and ask for a recommendation.

5. The Art and Decor Ad Hoc Task Force will make a recommendation to the Board, and the Board will vote to accept or reject the recommendation.

VIII. Subsequent Changes

From time to time, aesthetic furnishings, art or décor may be moved, rearranged, stored, or disposed of under the authority of the Facilities Committee Chair.

1. Minor rearrangement of art and décor generally may be done without Board approval although, as a courtesy, it is a recommended practice to inform the Board.
2. Proposals for more significant changes including removal or disposal assets should be approved by the Facilities Committee and presented to the Board for consent by a member of the Facilities Committee. The Board may consent or refer the proposal to an Art and Decor Ad Hoc Task Force for a recommendation.

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**APPROVED BY THE UUCOD BOARD OF DIRECTORS
March 17, 2020**

Jane Zaun, President

Rod Belshee, Secretary