

Greenville Unitarian Universalist Fellowship Policy

Title: **Facility Use**

Adopted by the Board: February 8, 2017

The buildings and grounds of Greenville Unitarian Universalist Fellowship (GUUF) are valuable assets. As stewards of this facility, the congregation takes pride in not only using it for official programs of the Fellowship, but also welcomes the opportunity to share this property with its members and the surrounding community. If managed in a responsible and consistent fashion, appropriate use of our facility will

- Serve our ministries, members and the larger community
- Build community recognition for GUUF and Unitarian Universalism
- Foster goodwill and recruit potential new members
- Help fund the operating budget to support GUUF, our programs and ministries.

It is understood that Greenville UU Fellowship's official programs, events and meetings take first priority. Also of first priority are Rites of Passage ceremonies such as weddings, memorial services, child dedications for active members/friends and their immediate family. These first priority events will not incur a charge for building use, but deposits and/or service/equipment fees such as for custodian, sound equipment, childcare will apply.

For purposes of booking the facility for use, second priority includes active members/friends who wish to rent the facility for their own personal event or use. There will be a somewhat reduced "Member" rate for building use, and deposits and other fees will apply.

Rentals to appropriate groups and individuals, who are not active members/friends, are encouraged for space when it is not in use by GUUF, or its programs and ministries. For purposes of booking the facility for use by these groups and individuals, these are third priority. Organizations, groups, or individuals with agendas, goals, or positions that are contrary to or inconsistent with the fundamental principles and/or positions of GUUF will not be considered acceptable as potential users of our facilities.

All usage is subject to approval by the Board President, Board President-elect, Minister, or Director of Lifespan Education and must be done in accordance with not only this policy, but also in accordance with the Building Use Procedures existing at the time. Any long term and/or reoccurring usage agreements or any arrangements not in accordance with the Building Use Procedures require approval of the Board of Trustees. Long-term and/or reoccurring rental contracts should only be entered after careful consideration of the potential effects on Fellowship programming and facility availability, and no contract should be written with a term longer than one year.

It is our policy that rental fees will cover all GUUF costs incurred, or resulting from use of, the facilities, including a significant contribution toward upkeep and future capital improvement of those facilities. While it is desirable that rentals bring in monies to the operating budget of GUUF, it is recognized that rentals (at minimal or discounted fees) could, in themselves, contribute directly to achievement of GUUF's goals and objectives. To this end, a discount to the regular fee for groups may be awarded to proven 501c3 non-profit organizations.

Furthermore, the Greenville UU Fellowship Board, at their discretion, may approve certain community groups or programs, which are deemed to be Greenville UU Fellowship affiliated, to whom no building usage fee is charged. A requirement of that status is that a Greenville UU Fellowship active member/friend agrees to serve as liaison, be present at all meetings, events and programs, and supervise same, unless written permission is given by the Board for other arrangements. Deposits and other fees will apply.

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The person signing the application for use shall be responsible for paying costs incurred by the Fellowship in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Fellowship Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

While this policy states major tenets for facility use, it does not contain detailed procedure, rules, regulations, fees, etc. Therefore, it is directed that the officers of the Board of Trustees, in consultation with appropriate GUUF staff, create the Procedures for Building Use in accordance with and reflecting this policy. Those Procedures for Building Use should be reviewed and updated annually. Building Use Procedures must include, but not be limited to, requirements for protection of the Fellowship and its property including all equipment, protection from liability, insurance coverage for the event, safety/security, required/available services such as childcare, building use fees which include a member and a non-member rate, a discount for proven 501c3 non-profit organizations, fees for services, fees for use of equipment, security/damage deposit and adherence to laws and ordinances.

Refer also to the currently existing Building Use Procedures.