

Michael Servetus Unitarian Society Building Use Policy and Procedures

I. Priorities for Use of Church Space

- A. Church functions
- B. Committee-sponsored (non-church) functions, including music events
- C. UUA and PSD events
- D. Member requests
- E. Non-member requests

II. Criteria for accepting new rental agreements

- A. Group purposes consistent with UU principles
- B. Space available, according to priorities listed above
- C. Either payment by group offsets expense or group is one which this church wishes to support
- D. If above criteria is met, space will be available on a first come, first served basis

III. The Board will assign one church member (known as user liaison) to:

- A. Make decisions concerning use based on policies and in consultation with minister, administrator, and/or Board President
- B. Periodically review contracts to ensure compliance
- C. Request administrator to report to the board annually concerning space usage by individuals or groups, and fees collected and/or waived

IV. Purposes of allowing non-church groups to use space

- A. Service to community/outreach/public relations
- B. Support of specific causes
- C. Serve members' needs
- D. Church income

V. Procedures for non-church use of space

- A. Non-church groups, or individuals requesting space, must complete a Use Agreement.
- B. Church administrator will complete a Use Agreement. If the request is standard and within policy, the administrator may give approval for the use.
- C. If there is a question about the group requesting the space or uncertainty about the use itself, the administrator will forward the request to the user liaison. The user liaison will decide, based on above criteria, whether to allow use of space. Liaison

- may consult with church administrator, minister, and/or Board President as needed.
- D. If use is approved, user liaison will inform church administrator.
 - E. Church administrator will then send Use Agreement and Guidelines for Rental to rental contact person.
 - F. When the completed contract is returned with rental fee, the space will be guaranteed.

VI. Procedures for church member use of space

- A. Member desiring space requests by email to Office Administrator with date/time/use details.
- B. Member completes Use Agreement and submits \$50.00 deposit (and fee if use is commercial)
- C. Date and time of rental is added to the MSUS calendar by Office Administrator

VII. Usage Fees

- A. Fees are collected to recover costs of service and maintenance of space. These costs may include supplies, cleaning, and utilities, among other costs over and above those incurred by the church in its routine functions.
- B. Members of the church are not required to pay standard fees for use of church space. The Board may decide to charge a fee for commercial use (fundraisers, private lessons, recitals, classes, Tupperware Parties, etc.) by church members. (suggested fee for one day commercial use \$25 plus \$50 deposit)
- C. A deposit will be required for each event. This deposit will be refunded after the event, or termination of the contract, if there is no damage to the property or no professional cleaning is required. See "Guidelines for Rental Use" regarding fees.
- D. Officially sanctioned UUA or PSD activities would not require a rental fee or deposit.
- E. The Church reserves the right to change fees at any time.

VIII. Revocation of Agreements

- A. Michael Servetus Unitarian Society reserves the right to revoke any use agreement for cause.