

Building and Property Use Policy

(Passed February 9, 2022)

Purpose

This policy provides direction in the use and rental of the U2C3 building and the associated property consistent with its mission, values, and tax-exempt status. All use and rental should provide good stewardship and safe, responsible activities consistent with any guidance provided by the Congregational Safety Committee.

The priority for building and use is to support the activities and events of the members and pledging friends of the congregation, which may include co-sponsored events. Rental contracts may be negotiated with other individuals, groups, and organizations whose use is consistent with the mission, mission, and values of U2C3. The President in consultation with the Minister and Executive Committee maintains oversight of any and all scheduling and rentals.

Scheduling

U2C3 members and pledging friends may reserve indoor and/or outdoor space(s) by contacting the Church Administrator for a time slot(s) on the calendar. No fees will be assessed for meetings and activities that are consistent with the operations of U2C3. Upon approval members and pledging friends may book space for life passage events including weddings and memorial services, however, fees for required cleaning and sexton may be required in advance.

Rentals may be provided to outside groups and organizations that are consistent with the above stated purpose. The President (in consultation with the Minister and Executive Committee) will negotiate an appropriate fee for rental based upon the fee schedule but will consider factors including: type of use, community value of activities, promotion of U2C3 values, spaces used and length or period of use. Rental arrangements will be entered into the calendar that is kept by the Church Administrator and should not conflict with the priority use of members and pledging friends engaged in the activities central to U2C3.

Non-Discrimination

Consistent with the values of U2C3 and Unitarian Universalist principles, no individual or group will be denied use of building or property space on the basis of religion, race, sex, national origin, disability, sexual preference, age or ability to pay.

Food and Alcohol

All food service and preparation outside of normal operations must be pre-approved before event booking. Alcohol may not be sold on church property and all alcohol service must be pre-approved before event booking.

Rental Fee Schedule Guidelines

Sanctuary	\$150 per hour (holds 200 max.)
Classroom	\$25 per hour (holds 45 max.)
Nursery	\$25 per hour (or no charge if Sanctuary is rented)
Kitchen	\$50 flat fee
Grounds	\$25 per hour

Other Fees

Sexton Fee – negotiable

Cleaning Fee - \$65 (may be refundable if left clean)

Audio/Video System may be available, however an operator fee may be required

Recurring Events

Long-term rentals will be negotiated on a case-by case basis by the Board President in consultation with the Minister and Executive Committee