

Unitarian Universalist Fellowship of Central Michigan

Building Use Policy

1. General Principles

- a. The building shall be used to advance and promote, directly or indirectly, the goals of the Fellowship. Within that context and to that end, the building shall be available for the greatest possible usage by the congregation and the wider community that is consistent with safety, security, and cost of operations.
- b. The building shall not be used for any purpose that is contrary to the seven principles of the UUA. If a question arises in this regard, a determination shall be made by the Board.

2. Church-sponsored Use

- a. In scheduling space usage, priority shall be given to church services, religious education, and meetings and events of any sort that are specifically and directly sponsored by the church. All events must be on the master calendar at least 2 weeks in advance of the activity.
- b. The Board of Trustees shall be responsible for determining whether an event is "sponsored by the church".
- c. The renter is responsible for cleaning up the facility and returning all furniture and equipment to their original locations immediately after the event.

3. Other uses

- a. When the building is used for purposes not sponsored by the church, a fee shall be charged and received in advance. All events must be on the master calendar at least 2 weeks in advance of the activity. The Board of Trustees shall establish a fee schedule for members and non-members.
- b. It is envisioned that members and non-members may use the facility for weddings, recitals, performances, meetings, rehearsals, and so forth. Members may use the

space for family related events only; other uses are considered non-member events and are charged the non-member fee (see fee chart).

4. Priority for members

- a. Members of the church may be given priority over non-members in booking the building for uses that are not sponsored by the church.
- b. This priority may be reflected in the fee schedule and/or in the exercise of discretion when conflicting requests are simultaneously pending.

5. Tobacco and Alcohol

- a. Smoking is prohibited on all portions of the property.
- b. Alcohol consumption must be in accord with state and local laws.

6. Continuing Usage/Long-term bookings

- a. Any planned continuing or ongoing usage (regular weekly or monthly events, etc.) must be approved by the Board of Trustees or else by a person or committee expressly designated by the Board to give such approval.
- b. When such approval is given for activities that are not directly sponsored by the church, it must in all cases be revocable upon a one month advanced notice.

7. Booking

- a. Anyone seeking to reserve space should contact the Rental Manager of UUFCM or the person designated by the President well in advance.
- b. The Administrative Assistant (admin@uufcm.org) shall regularly update the master calendar of planned building usage on the web site (www.uufcm.org).
- c. Parties who make reservations shall be given a copy of this policy.
- d. Parties who make reservations must in all cases complete and sign the reservation request/waiver of liability form and pay in full the rental fee and security deposit

no later than 2 weeks prior to the event. A reservation will not be accepted if a down payment of 50% (rental fee and security deposit) is not made at the time of the booking.

- e. The Board of Trustees shall also establish a refundable security deposit when the building is used for activities that might cause clean-up needs.

8. Security Deposit

The rented space must be cleaned immediately after the event and left in the condition in which it was found. Furniture and other equipment must be returned to their original locations. A security deposit of \$ 150 will be returned in full if these conditions have been met. If they have not been met, UUFCM reserves the right to deduct cleaning costs from the security deposit.

9. Damages

It shall be the responsibility of any person making a reservation to use the building to remedy promptly any damage resulting from use during the period of the reservation. If damages are not remedied within 30 days, UUFCM may make repairs and bill the party who placed the reservation.

10. Rights of Board of Trustees

The Board of Trustees, having established this policy, reserves the right to make exceptions to it and to enter into negotiations regarding proposed uses not anticipated here.

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