

First Unitarian Universalist Church of Nashville
Policy and Procedures

Section: <u>Facilities Utilization</u>	Adopted: <u>January, 2005</u> Revised: <u>May, 2008</u> <u>October, 2010</u>
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SPACE USE POLICY AND PROCEDURES

All activity carried out on church property, regardless of whether it is recurring or a one-time event, needs to be scheduled and approved by the Church Administrator.

- I. **Priorities for Use of Church Space**
 - A. Church functions
 - B. Other existing user agreements
 - C. Committee-sponsored (non-church) functions
 - D. Member requests
 - E. New applications
- II. **Criteria for accepting new applicants**
 - 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 met, first come, first served
- III. **The Board will assign one board member (known as User Liaison) to:**
 - A. Make decisions concerning use based on policies and in consultation with minister, administrator, and RE director
 - B. Annually review facilities use agreements prior to May 1st each year to ensure compliance, and assess fees.
 - C. Request Administrator to report to the board twice a year concerning space usage by what 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
- V. **Procedures for Non-Church use of space**
 - A. Non-Church groups or individuals requesting space must complete an Application/Contract for Church Use. The application will ask for the name of group

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- or individuals, purpose of group, time and days space is requested, second choice of time and days, whether request is for one-time use or ongoing contract, number of people expected to attend, contact person, address and phone number of contact. Church Administrator will quote standard fee for space requested to applicant.
- B. Church Administrator will complete application, indicating if space requested is available. 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, RE director and others as needed
 - D. If use is approved, User Liaison will inform Church Administrator.
 - E. Church Administrator will then send Contract and rules of use to contact person.
 - F. Contact person will return completed contract, with deposit, if required.

VI. Usage Fees

- A. Fees are collected to recover the 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 and sponsored groups are not required to pay standard fees for use of church space. However, depending on the purpose of the use and the size of the group using, members and sponsored groups may be requested to make a donation to cover some of the costs of service and maintenance of space. (See also the policy on “selling and promotion of merchandise at church.”)
- C. The Finance committee will create and maintain a schedule of service and maintenance fees for non-members and provide donation guidelines for members and sponsored groups. A deposit will be required for each event. This deposit will be refunded (net of fees or donations) after the event, or termination of the contract, if there is no damage to the property or professional cleaning required.
- D. If applicant for space has indicated to the Church Administrator that the group is unable to pay the standard fee, the administrator will fill out a **Reduced Fee Request** with the Application Form. The Reduced Fee Request will indicate why group is unable to pay the standard fee and what fee would be acceptable.
 - a. Church Administrator shall send forms to User Liaison.
 - b. The User Liaison shall review, consult with Vice President of Finance and others as necessary, and make the decision to accept or reject Reduced Fee Request.
 - c. The User Liaison shall communicate the decision to the Church Administrator, who will notify the contact person.
 - d. If accepted, Church Administrator will send a Contract to applicant.
- E. The church reserves the right to change fees at any time.

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VII. Renewal of Contracts

- A. Contracts shall be renewed at the beginning of each fiscal year.
- B. Ongoing user groups shall complete a new Application Form and Contract at that time. They will be informed of new fees at that time.
- C. Groups receiving reduced fees must re-apply at renewal. Ongoing groups that have been paying the standard fee may also apply for reduced fees at renewal. The process for approval will be the same as listed in VI. D.
- D. All Current users shall complete new Contracts.

VII. Revocation of Agreements

- A. First UU reserves the right to revoke any space use agreement without cause.