

## Church Use Policy

**Revised and approved by CUUC Board of Trustees, October 7, 2010**

### **Policy for Using Community Unitarian Universalist Church (CUUC) Facilities**

CUUC policy is to provide affordable meeting space to private and non-profit entities as a community service; however priority will be given CUUC functions and church member usage. User fees may be charged for usage to recover CUUC expenses, and a charitable donation to CUUC will be solicited.

### **Coordination of Requests**

The CUUC Secretary will coordinate all requests for use of Church facilities, and any necessary Board of Trustee (Board) approvals. Requests can be made by phone at (509) 545-6777 or via e-mail at [office@communityuu.org](mailto:office@communityuu.org). In-person tours are not available without a pre-arranged appointment. The Secretary will maintain the official church calendar, including commitments for use of church facilities.

### **Categories of CUUC Facility Usage**

Requests for use of the church facilities are to be placed in one of the following categories:

CUUC function. Any one-time or ongoing use of church facilities that is part of CUUC programming (i.e., coordinated by a CUUC committee, group or the minister). Examples include: Sunday service, religious and adult education classes, CUUC Souper Sunday, Evensong meetings.

CUUC sponsored/co-sponsored/support function. Use of church facilities that is not a part of the CUUC programming, but which has been approved by the Board for sponsorship/co-sponsorship/support. These functions must be sponsored, co-sponsored or supported by CUUC. Such functions may involve donated use of church facilities, participation and support by church members, and financial support. Examples include: Alternative Gift Fair, inter-faith potluck.

Private/church member and group use with reduced or waived use fees. Any use of church facilities that is not a CUUC function but has been approved for reduced or waived usage fee (listed on the CUUC *Use Fee Schedule*) by the Board. Examples include: marriage of, or funeral service for, a CUUC member; church member family reunion or party; AA, neighborhood, or private member meeting; community lecture series.

Private/group use with fees. Any use of church facilities that is not a CUUC function. A use fee is charged (listed on the CUUC *Use Fee Schedule*). Examples include: non-church member marriage, Three River Folk Society performance, private use of meeting room, private party, Buddhist meditation meeting.

Non-profit commercial use with use fees. Any use of church facilities by a non-profit organization use whose primary purpose is fundraising. Examples include: fundraiser for the Humane Society, travel series sponsored by a non-profit organization.

### **Usage Fees**

Use fees are intended to recover CUUC expenses incurred as a result of the use of CUUC facilities. These fees are listed in the annually prepared CUUC *Use Fee Schedule*. Fees include:

- costs for maintenance, heating, air conditioning, water, electricity, normal garbage disposal, supplies, and clean up.
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- use of kitchen facilities and church crockery, utensils, and tableware.
- time spent by CUUC personnel to set up the sanctuary and tables
- time spent by CUUC personnel to clean up after sanctuary and kitchen use
- time spent by the CUUC Sexton monitoring use of church facilities
  - use of parking lots for outdoor displays and events
  - broadcast or performance of copyright protected music

CUUC use fee policy is organized by the categories for use of CUUC facilities:  
CUUC function. CUUC will absorb all expenses, including speaker fees.  
CUUC sponsored/co-sponsored/support function. A joint agreement for the function and its necessary support will be reached in advance of the function. CUUC will absorb an agreed to amount or percentage of expenses (including in-kind support).

Use fees apply to use by individuals, groups and non-profit commercial entities.

While the Board may elect at its discretion to reduce or waive use fees listed on the CUUC *Use Fee Schedule*, use fees normally will be applied to all private, group, and non-profit commercial usage. Repair of extraordinary damage to CUUC facilities will be billed to the user.

### **Charitable Donations for Use of CUUC Facilities**

CUUC does not intend to make a profit from the use of the church; however voluntary charitable donations to CUUC will be accepted in addition to the requisite fee for the use of the church. A receipt for the charitable donation will be provided to the user for tax purposes.

### **Additional Facility Use Policies**

Church functions have first priority for schedule dates. In the event of a scheduling conflict, church functions and church member use have priority over competing use requests. CUUC reserves the right to terminate all rental requests within the first seven days of scheduling.

Non-profit commercial use requests require Board Review and Approval. No non-profit commercial use of the church facilities and grounds shall be allowed without

specific approval by the Board. Limited commercial use by non-profit organizations will generally be approved if the commercial aspect of the use is a secondary purpose to fundraising. Entities that desire to use church facilities or grounds must inform CUUC of any commercial use intended at the time of their request.

Ongoing functions require Board approval. Repetitive use of church facilities that are not a CUUC function require Board approval. For the purpose of this policy, repetitive use is defined as use for the same purpose by the same requester more than once.

All users must agree to observe CUUC guidance for church use. The Secretary shall provide a copy of the *CUUC Guidance for Church Use* to all desiring to use the church facilities. All potential users must agree to accept and observe the guidance prior to approval of their use of the church facility by signing and submitting a copy to the Secretary.

All users must agree to comply with the requirements of the CUUC facility cleanup list. The Secretary shall provide all users with a copy of the *CUUC Cleanup Checklist*. Upon completion of their use of the facility, each user must submit a completed and signed checkout list to the secretary.

Church key. A church key will be provided to users three days in advance of their use of the facilities. The key must be returned to the Secretary within three days after their use of the facilities is completed.

Refundable damage deposit. A refundable damage deposit must be submitted to the secretary before the church key is provided to the user. If no damage has occurred, the damage deposit will be returned to the user when the key is returned. A portion or all of the damage deposit will be retained by the CUUC to pay for the cost of damage repair estimated by the CUUC liaison or Sexton.

Insurance coverage required for non-profit commercial use. Non-profit commercial organizations must submit a *Certificate of Insurance* with an attached *Additional Insured Form* prior to being provided with a church key.

Use coordination by a church liaison or the Sexton. A church liaison will be appointed by the Board to coordinate complex uses, while simpler uses will be coordinated by the church Sexton or designated individual.

CUUC reserves the right to refuse any request for facility use. The Board reserves the right to review all use requests for compatibility with CUUC purposes and principles, and to refuse any use request. The Board may also refuse use to those who do not comply with use guidelines.

**Required Board Approval**

Board approval is required for the following use requests:

- any non-profit commercial use
- non-CUUC ongoing use
- functions requiring CUUC sponsorship, co-sponsorship or support
- private/church member use with reduced or waived usage fees
- request for facility use to last beyond 11:00 p.m.

Board approval of a facility use may also be required at the discretion of the church liaison, Sexton or secretary.

**Guidelines for Reduction or Waiver of Rental Fees**

Reduction or waiver of usage fees is at the discretion of the Board and will be considered on a case-by-case basis. The following criteria may be considered:

- non-profit or for-profit status of the user
- material and non-material benefit to CUUC
- cost to CUUC
- impact on the church, neighborhood and community
- impacts of ongoing use on CUUC functions
- frequency of ongoing use
- use request is part of the negotiation to bring a guest speaker or special presentation to CUUC. Example: provision of Saturday workshop space for a guest speaker at the Sunday church service
- status of CUUC finances
- previous experience with the user.

**On-Site Monitoring of Facility Use**

Use of the church and its grounds may be monitored by the Sexton or a Board appointed liaison.

**Liquor Use**

CUUC insurance provides liability coverage unless CUUC is in the "business" of manufacturing, distributing, selling, serving or furnishing alcoholic beverages. However, it is CUUC's responsibility to monitor the use of liquor by those using the premises. As owners of the property, the CUUC can be held liable if found negligent. Users should be encouraged to hire professional bartenders to serve beverages as they are trained to recognize signs of intoxication and politely limit consumption. Users should also consider limiting the volume of liquor available and/or the duration of time during which it is provided. CUUC shall monitor the use of liquor by those using the premises and reserves the right to terminate liquor provision at any time.

**Performance of music**

CUUC respects the creative artist and their intellectual property rights. Music played during service or a CUUC sponsored spiritual development program is considered to be exempt from copyright fees. For other performances at our facility and for both benefit and for-profit concerts, when written permission of the copyright holder is not obtained,

it is proper to collect an ASCAP license fee. CUUC will arrange with the users to gather the proper descriptive information and collect the fee.

**Annual Fee Schedule and Policy Review**

The Board will annually establish a *Use Fee Schedule* and review the *Church Use Policy*, and *Church Use Application* to effect any required changes. The Board will develop the fee schedule and the Treasurer shall review and, if necessary, recommend modifications for Board approval. The Board reserves the right to modify the fee schedule at any time without notice.