

## Building Use Policy

<b>Section:</b>	Building
<b>Policy Number:</b>	1
<b>Effective Date:</b>	July 1, 2014
<b>Revision Number:</b>	
<b>Revisions:</b>	
<b>Approval:</b>	June 2014 Board Meeting

### **PURPOSE**

To establish a clear building use policy that meets the priorities and objectives of the Unitarian Universalist Church of Cheyenne.

### **PERSONS AFFECTED**

Staff, volunteers, members and friends of the Unitarian Universalist Church of Cheyenne

### **POLICY**

It is the policy of UUCC to make its facilities available for the use of all church-related groups and for non-profit community groups whose purposes are consistent with the goals and objectives of UUCC.

### **DEFINITIONS**

- *UUCC*: Unitarian Universalist Church of Cheyenne

### **RESPONSIBILITIES**

Board of Directors-Approves and reviews building use policy as needed to ensure that the goals and priorities of the UUCC are met through the use of the building.

Designates a board liaison each year to work with the church administrator to decide if a group or event fits within the building use policy.

Building Use Board Liaison-Serves as the representative of the church board to work with the church administrator to determine appropriate and fair use of the primary physical asset of the UUCC, the church building. This board liaison serves as the final decision on questions concerning building use.

Church Administrator-Is the person primarily responsible for scheduling building use. The Church Administrator is authorized to make a determination on whether or not a group or person seeking to use the church facilities falls within the guidelines of this policy.

## **PROCEDURES**

Building use falls into the following categories listed in order of priority:

1. Programming which supports the church operation or mission, e.g., worship services, committee meetings, seminars, workshops, Religious Education programming, fundraising events, fellowship gatherings, spiritual practices, Chalice Circles, Choir rehearsals, Family Promise, social action or outreach, etc. Space can be reserved as far in advance as necessary with the Church Administrator and will be placed on the UUCC master calendar of activities. No charge is made for building use for church programming.
2. "Rites of Passage" occasions for church members and members of their immediate family (parents and children), e.g., weddings/receptions, memorials or dedications, are calendared after consultation with the Church Administrator and Minister. No charge is made for building use but a security and clean-up deposit may be required.
3. Denominational/District use supporting UUA activities and programming. These activities are calendared by the Church Administrator at no charge and placed on the church master calendar of activities.
4. Requests from community non-profit groups are calendared by the Church Administrator with all deposits and fees negotiated with the Church Administrator.
5. Non-Rites of Passage occasions for church members and their immediate family (parents and children), e.g. personal gatherings having to do with retirement, anniversaries or birthdays, are calendared by the Church Administrator not more than 90 days in advance with all deposits and fees negotiated with the Church Administrator.
6. The facilities may be reserved by other outside groups no further than 90 days in advance. All deposits and fees will be negotiated with the Church Administrator.

Occasional use of the facility by a for-profit group is allowed as long as it does not interfere with the use of the property when required or desired by UUCC. All deposits and fees will be negotiated with the Church Administrator.

The building will not be used for on-going for-profit activities, except those persons who are currently using the facility for yoga activities will be allowed to continue the use with the payment of the usage fee negotiated with the Church Administrator. Those persons may not charge a fee but may request donations for the yoga activity.

All activities involving children or youth must have adequate adult supervision with a minimum of two adults present with the children.

When children are present in the facility, they must be under adult supervision at all times.

All persons and groups wishing to use the facility must fill out a Building Use Reservation Form including Church members for church activities.

Rooms are scheduled on a first come, first serve basis.

Use of the building by any person or group for non-church related programming or activities requires execution of the Building Use Agreement with the Church Administrator. See Attachment Two.

All fees and deposits are collected before the event occurs.

Twenty-four hours' notice must be given for the cancelation of non-church activities or the fee will be forfeited for building use.

Users of the facility are provided a copy of the Building Lockup Procedures and are required to comply with the procedures. See Attachment One.

UUCS reserves the right to terminate any repeat use of the facility.

Approval of use of the facility does not constitute endorsement or sponsorship of the group's agenda.

Allegations of safety concerns or improper activities regarding use of the facility should be brought to the attention of the Church Administrator. If necessary, the Church Administrator may refer the allegations to the Board for investigation.

See Attachments-

Attachment One-Building Lock Up Procedures

Attachment Two-Building Use Agreement

Attachment Three-Building Use Fees

Attachment Four-Building Use Reservation Form for members or Church Committees