

UUFSD Policy and Procedure Document
Policy ID: 750
Title: Special Use of UUFSD Facilities
Date Approved: September 20, 2016, the Board of Directors

Purpose

Our site is primarily for the use of the UUFSD membership and staff in conducting our regular services, operations, and other Fellowship sponsored programs. However, we also welcome the opportunity to make our site available, when such use does not conflict with our tax exempt status or regularly scheduled Fellowship activities, to members and non-members as outlined in this policy. Anyone using this site is expected to respect that this is a religious institution and to conduct their programs in accord with the Principles and Purposes of the Unitarian Universalist Association of Congregations.

The Internal Revenue Service, in granting tax-exempt status, requires that a 501(c)(3) organization's activities must be directed exclusively toward charitable, educational, religious, or other exempt purposes. Such an organization's activities may not serve the private interests of any individual or organization. Rather, beneficiaries of an organization's activities must be recognized objects of charity (such as the poor or the distressed) or the community at large (for example, through the conduct of religious services or the promotion of religion).¹ For this reason, UUFSD facilities may not be used for activities that result in personal financial benefits for individuals or commercial organizations other than payments for goods and services procured in support of the Fellowship-related programs.

When our site is not being used for regular services, operations, and other Fellowship-sponsored activities organized by the various committees and groups within the congregation, it can be made available:

- for members to hold ceremonies at important times of their lives, such as weddings and memorial services.
- for members who coordinate Fellowship business or organizes and conducts activities on a regular basis within the mission of the Fellowship to sponsor qualified non-profit groups (501c3 or equivalent organizations) whose goals are consistent with Fellowship goals and principles.
- for non-member non-profit groups to hold community or educational activities (musical performances, lectures, meetings, etc.) provided such activities are consistent with Fellowship goals and principles.

¹ IRS Pub. 1828: [Tax Guide for Churches and Religious Organizations](#)

- for members to hold classes, art shows, and other demonstrations or exhibits. No member may receive direct financial benefits from the use of the facilities. However, money may be collected to cover direct costs and/or to contribute to the Fellowship.
- on a fee basis for non-members to hold celebrations such as weddings, memorial services or other events, provided that such events are consistent with UU Principles. The Board or its designee will be the sole arbiter of whether an event is permissible under this provision.

Consistent with our designation as a religious organization, we do not allow the site to be used for meetings supporting any particular political candidate or organization.

Any use other than those specifically covered above must be approved in advance by the Board of Directors or its Designee. The Congregational Administrator is responsible for the day-to-day decision-making and for obtaining any necessary documentation regarding the group requesting use. For any event which does not meet the criteria described above, the Administrator will refer the matter to the Board of Directors.

Exception to this Policy

This policy does not apply to the rental of classrooms and other spaces by Sandy Hill nursery school. The agreements between UUFSD and Sandy Hill are documented in a separate lease.

This policy does not apply to authorized fund raising events for the Fellowship. The requirements for these events are established by the Board in consultation with the Stewardship Committee and other appropriate committees.

Policy

All Parties Using the Site:

- We expect that those using the site will recognize that it is a religious center and will treat it with respect.
- We reserve the right, at the sole direction of the UUFSD Board of Directors, to refuse the use of the facilities to any member, non-member, or group.
- We limit the use to the purposes outlined in the “Purpose” section, above. Any questions concerning the proper interpretation of this policy should be directed to the President of the Board.
- Any Sunday rentals will not begin before 2:00 p.m.

Rental Fee Schedule:

- The Church Administrator maintains a fee schedule listing the prices for renting various facilities on our site.
- The fee schedule for site rentals is to be reviewed every three years by an ad hoc committee appointed by the Board. The goals for setting the fees should include: (1) recovering any additional maintenance or other costs directly resulting from the rental program, (2) ensuring consistency with local market pricing, and (3) generating revenue.
- All rentals and use require, at a minimum, a \$100 custodial fee to ensure that our site remains clean and ready for Fellowship use. This fee is nonrefundable.
- If access to the facilities is needed the day prior to an event, for example to drop off, store, or set up items for the event, then the site must be reserved and the applicable payment made for the day prior in addition to the day of the event.
- The Board may waive or reduce any fee when this seems warranted by the individual circumstances.

Special Conditions:

This section of the policy defines various circumstances where the fees may be reduced or waived.

Members Using the Site:

There is no site use charge for those who are current UUFSD voting members and have been members for at least one year and their immediate family members (spouse/partner and children) to use the site for weddings and memorial services. The members do not have to sign a hold harmless agreement for this type of use. Reimbursement may be requested for ceremonies that require more than 4 hours of basic set-up and custodial services.

Other UU Organizations Using the Site:

There will be no charge for site use by other Unitarian Universalist congregations or organizations that are hosted or approved by the Minister, Director of RE or the Music Director. There is also no requirement for a hold harmless agreement.

Members Sponsoring a Non-Profit Group:

If a committee or recognized group wishes to sponsor a qualified (501c3 or equivalent) non-profit group to use the site, all fees except the custodial fee may be waived in the following conditions:

- 1) The UUFSD group or committee sponsoring the event agrees to be responsible for the group, and to ensure that the site is left in the same condition as before the event.
- 2) The UUFSD member, group or committee agrees to have a member at the event, to unlock and lock up, and to be available to handle any problems that may arise.
- 3) The organization completes the UUFSD hold harmless agreement.
- 4) The member assures that any money collected is shared with the Fellowship and such money is submitted to the administrative assistant at the office when it is received.

Organizations requesting use of the facility with a fee waiver may make a tentative reservation at any time. Confirmation cannot be provided more than three months before the planned use unless the organization pays the “other non-profit use” fee.

Other Non-Profit Use:

Use of the site by a non-profit group, is allowed with the following conditions:

- 1) The group agrees to pay $\frac{1}{2}$ the normal rental rate, and conform to all regular conditions that would apply to any other outside group (see below).
- 2) The organization completes the UUFSD hold harmless agreement.

Reservations for this category can be confirmed upon receipt of a deposit.

Public Use of the Site:

Other applicants (non-members or those who have not been voting members for one year or more) will pay the custodial fee plus the normal rental rate, and will complete all needed paperwork, including the hold harmless agreement.

Procedure

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| Applicant for Use or Rental | 1. Contacts the Congregational Administrator. |
| Congregational Administrator | 2. Checks the date of the proposed event and advises Applicant whether the date is available. |
| | 3. Advises Applicant of all applicable rates and fees. |
| | 4. Ensures that the event is consistent with this policy. In the event of any doubts on the interpretation of this policy, or if applicant is seeking a waiver from the policy, consults with the Minister or President of the Board, or its designee. Obtains any needed approvals as outlined in the policy section above. |
| | 5. If the date is available, the use is appropriate, and the Applicant wishes to proceed, provides the Applicant with the forms in use at the time. |
| Applicant | 6. Completes and submits all forms and required deposits to hold the date. |
| | 7. 30 days prior to the event, pays the balance of the rental fee due. |
| Congregational Administrator and Applicant | 8. Coordinate together all details relating to the event. Applicant may involve others (for example, an “Event Coordinator”) who may act as agents for the Applicant. |
| Congregational Administrator | 9. After the event, receives a report of the event and clean up from the custodian or event coordinator. Requests reimbursement for additional expenses, if any, related to set-up or clean-up. |