

## UUCGT BUILDING RENTAL POLICIES **POLICY**

In general, UUCGT **sponsored** events have priority over rentals. However, once a rental contract is signed, that contract shall be honored. The Congregational Administrator will be responsible for administering all Building Use Contracts. The UUCGT Board ultimately decides which groups may or may not use the building, how groups and individuals are classified, and which rental rates to charge. **UUCGT sponsored events are described as events which correspond with Lifespan Experience programming and possess educational benefit. The Operations Team shall review and approve requests for building rentals. The Office Administrator will be responsible for administering all Building Use Rental Contracts. Any variance from the Standard Rental Contract rates must be approved by the Board.**

### Building Use Classifications

#### Basic Building Use:

- Sunday services and related uses such as Vocal Ensemble rehearsals
- RE classes and programs; and meetings of the congregation's committees, councils, and board; **and** members\* ceremonies such as member weddings, member memorial services, and member child dedications.

*There is no charge for Basic Building Use.*

\*A person must be a member of UUCGT for no less than 3 calendar months before he/she is eligible for member rental rates.

#### Event/Performance Building Use:

- All events not listed above under Basic Building Use.
- Rates apply to outside groups even though UUCGT members may also be members of the outside group that is renting the building.

*The current rates charged for Event/Performance Building use are listed on **the Standard Rental Contract.***

Rates charged are based on the following categories:

1. Open rate – (for-profit, non-member)
2. Non-profit\*\* – admission charged or collected (**see #1 below**)
3. Non-profit\*\* – free admission (**see #1 below**)
4. Member – (private personal event)\*\*\* (**see #2 below**)

- \* 1. Nonprofit: a nonprofit organization is one that exists for educational or charitable reasons, and from which its shareholders or trustees or individual members do not benefit financially. The **Congregational Administrator Office Administrator** may verify the nonprofit status of the renter before a rental contract is signed.

\*\*Rental rates for non-profit groups requesting building use for educational programs/classes lasting 2 full consecutive days and/or overnight, may be eligible for a

flat rate fee of \$100, at the discretion of the congregational administrator, based upon the program being consistent with UU values. (Planned Parenthood Peer Education).

- \*\*\* 2. A member or UU Committee making a profit for an individual or individuals pays the regular rate.

### Building Use Exceptions

- Church sponsored not-for-profit groups organized by and containing a UUCGT member **MAY may** be eligible for building use on a “donation basis” instead of being charged a user fee. No such group will be permitted to use the building “free of charge.” Decisions on such requests will be made by the ~~Operating~~ **Operations** Committee.
- ~~By tradition there exists an agreement with the Director of Music regarding the rent-free use of the piano for giving piano lessons; this reaffirms that tradition.~~
- ~~The prior agreement remains in effect with Port of Old Mission II (POM II), in which UUCGT is allowed to park along POM II’s Mission Ridge (the street the parallel’s UUCGT’s east property line) and to use the UUCGT eastern egress for large events in return for use without charge of the UUCGT building for a Christmas party annually and an annual meeting every year.~~
- ~~Ahavat Shalom: Through prior written agreement, Ahavat Shalom is charged \$100 per building use, no matter how many hours they use the building. (Contract in file).~~
- **In cases where a proposed event does not fit a rate classification as outlined in the Standard Rental Contract rate charts, the Office Administrator shall discuss the matter with the Operations Committee, and take it to the Board for approval.**

### Resolving Questions

- ~~In cases where a proposed event does not fit a rates classification as outlined in the rates charts, the Office Administrator is empowered to undergo discussion with the prospective renter and to make decisions regarding the rental and rental rates unless the classification is questioned.~~
- ~~In the event that a question is raised regarding how an event has been classified for rental rates, the Office Administrator will discuss the matter with the Operations Committee.~~

Board approval 2011-06-21

~~New members of Leadership Development, Safe Congregation Response Team, Personnel Committee, Pastoral Care and the UUCGT Board of Trustees shall submit to a background check and sign a confidentiality agreement. They shall also have been a member of the congregation for at least 6 months prior to acceptance to the position. A written submission for a waiver of the 6-month requirement could be considered.~~

Board approved 2015-05-19

~~Potential nominees for elected leadership positions shall be reviewed by the Safe Congregation Response Team (SCRT) before being presented to our congregation. The SCRT, by its very nature, may have information about candidates that cannot be made public, but could affect eligibility.~~