

# FMUU FACILITY USE POLICY

## I. General Principles and Purposes

The primary function of the FMUU Church facility is to serve the needs and interests of the congregation, both short-term for our current membership, and long-term to preserve and extend the useful life of this facility. In keeping with this purpose, we allow appropriate community groups to share our facilities when that can be done without displacing regular congregational programs. We also allow the personal use of the facilities by active and current church members; and we allow the rental of our facilities to members as well as to the public.

The FMUU Church retains the right, however, to refuse the use of its facilities by individuals or groups that represent beliefs or policies contrary to our principles and purposes or to our congregation's history and traditions. Through this policy, we shall allow no use that is illegal, imprudent or may place the tax-exempt status of the church at risk.

Specific restrictions or conditions of use include the following:

- A. The facilities shall not be rented or made available to any individual or group for political fund raising purposes of any kind, or for promoting specific political candidates.
- B. The facilities shall not be rented or made available to any church member for a for-profit use on an ongoing basis. They may be rented to for-profit members, however, with prior approval by the Board of Directors, for one-time events such as weekend workshops. (Any for-profit use shall be charged at non-member rates.)
- C. The facilities shall not be rented or made available to any non-church individual or group for a for-profit use on an ongoing basis. They may be rented to for-profit users, however, with prior approval by the Board of Directors, for one-time events such as weekend workshops.
- D. The facilities shall not be rented or made available to any individual or group for the purpose of promoting any private or public commercial interest. They may be rented or made available, however, to approved for-profit users who charge conference or lecture fees for one-time events as well as for the incidental sale and promotion of books, tapes and other items related to the approved lectures and programs.

With the advice of the Board of Directors as necessary, the Office Manager shall determine the suitability of prospective users consistent with this policy. Approval of the Board shall be required, however, for (1) any exception to this policy; (2) any request to use the church by a for-profit user; or (3) a major new use of the church.

## II. Use Management

The Board of Directors shall develop a standard schedule of rental fees for the sanctuary and the community room. These fees shall be established with consideration for (1) recovering our facility maintenance costs; (2) market pricing; and (3) generating revenue. Our cost recovery shall include custodial services, heat and light, insurance, property assessments, impact on the facility (general wear and tear), and special requirements of church personnel.

The Office Manager keeps the Church's building use calendar and must be contacted regarding all times and dates the church will be needed. Generally, the Office Manager is responsible for (1) establishing procedures for the day-to-day cost-efficient and safe use of the facility; (2) assigning rooms and, where there is a potential scheduling conflict between two or more non-member renters, determining which uses and requests have precedence. When there is a conflict, however, between a member group and an external group, or between two members groups, the Office Manager shall consult with the appropriate leadership.

### **III. General Use Policies**

Attached are two contract forms: *Sanctuary Contract With or Without Community Room Use*; and *Community Room Contract*. Following are General Use Policies that apply to all facility rentals.

- A. Facility rentals of the sanctuary, with or without the Community Room, must include janitorial services.
- B. Rental users of the Community Room must provide their own janitorial services.
- C. Facility rentals, which include the Community Room, shall also include access to use of the kitchen.

# FMUU FACILITY USE FEE SCHEDULE

## Sanctuary Rentals

**Current Church Members:** Weddings, Memorial Services, Other Ritual Services

Members are only required to pay custodial fees.

**Custodial Fees:**

Sanctuary only: \$30

Sanctuary and Community Room: \$60

**Non-Members:** Weddings, Memorial Services, Other One-Time Events

**Facility Fees per day:**

Sanctuary only: \$50

Sanctuary and Community Room: \$100

**Custodial Fees:**

Sanctuary only: \$30

Sanctuary and Community Room: \$60

## Community Room Rentals

**Non-Commercial Facility Fees:**

One time meeting, less than 4 hours: \$20

One time meeting, 4 hours or more: \$40

Multiple meetings/month: frequency x regular rate for less/more than 4 hrs

**Commercial Facility Fees:**

All day: \$160

Community room only rentals must provide their own custodial service or there is an additional fee.

**Other Fees**

**Building Keys.** All users, members and non-members, must sign out a building key with an assigned number. In addition, non-members must leave a **\$50 deposit**, which will be refunded when the key is returned to the church office after building use.

**Other Services.** Fees shall also be established as appropriate for other special services such as music and food services provided by church members or committees.

**Fee Reductions/Waivers.** The Board of Directors will consider written requests for reductions in rental fees and possible waivers on a case-by-case basis.