

Facilities Availability and Rental Policy

(Adopted December 13, 2013; Revised July 13, 2015, rev. 6/19)

UU Catskills will make space available to individuals and organizations whose goals are in accord with Unitarian Universalist principles, which include honoring the worth and dignity of every person and compassion in human relations. UU Catskills reserves the right to refuse use and/or rental to any individual or group at its discretion and for any reason whatsoever. The purpose in doing so is 1) to further the work and the mission of UU Catskills, 2) to support selected area non-profit services and gain increased visibility in the community, 3) to provide a safe and secure space for sometimes controversial services or activities, and 4) to generate funds to support our programs.

Types of Individuals and Organizations who may use UU Catskills Facilities

UU Catskills organizations, committees, and sponsored activities: The operational and managerial responsibilities of the congregation are permitted to use the facilities at no charge.

UU Catskills members: Active members, as defined by the bylaws, may use the buildings without charge for life passage events as defined below, and for activities that have a congregation-related purpose that are (generally) open to all members consistent with their purpose. Members will be charged the member rate to use the building for private events. Members will also be charged the member rate for events or meetings of another community/non-profit organization to which the member belongs, if the UU Catskills member agrees to be responsible for opening and closing the building.

Community/non-profit organizations: Community organizations, government or government affiliated organizations, and non-profit organizations may utilize the facilities when activities are consistent with UU principles. The non-profit rate will apply to such uses. *In the event that a member is an officer or member in the organization applying to use the facility, and agrees to be responsible for opening and closing the building the member rate will apply to facility fees; other special usage fees may apply in full.*

Friends & Guests: Friends (attending and contributing to the activities of the congregation) and other applying individuals may apply to use the facilities subject to the rental and usage fees.

For-profit, commercial users: *Use of the facilities by individuals or for profit organizations charging fees for entertainment, goods or services provided and not sponsored by UU Catskills by action of the Board of Trustees will be responsible for the base price for use of the facilities.*

Political organizations: *Use of our facilities by political parties, or candidates for political office, in furtherance of their political agenda are not appropriate uses of UU Catskills facilities.*

Facility Uses

Normal congregational functions and activities: congregation activities normally fall in this category. Such activities as worship, study, meeting, religious education, and mild activities like crafts, yoga or tai chi are allowed. Physical exercise activities are covered by insurance when sponsored by UU Catskills. Current insurance coverage is not adequate however for events such as camp outings, paint-balling, horseback riding, mountain climbing, etc.

Life Passage events: Facilities for weddings, commitment ceremonies, coming of age events, memorial services, etc. are provided without charge to members. The UU Catskills minister has right of first refusal on performance of all such events. Rental fees are applicable for life passage events performed for other than members, whoever performs the service. The minister will also charge fees for services performed for non-members.

Normal community support services: there are a broad range of human services commonly offered at religious facilities, and such uses are permitted at UU Catskills. Examples of the type of organizations, whether sponsored by UU Catskills or not, who can use UU Catskills facilities and maintain our insurance coverage include AA, Weight Watchers, polling places, reading clubs, Boy Scouts and Girl Scouts, music lessons and performances, and counseling services. Fees will be set based upon whether the group is charging admission, charging for services, and other such criteria.

Other community support activities: Some activities (such as day school operations, nursing health programs, or athletic teams) involve higher risk than that of normal community support activities and should be undertaken only when UU Catskills or sponsoring organizations obtain proper levels of insurance. For events permitted, but not sponsored, by UU Catskills, the sponsoring organization must provide evidence of insurance prior to approval for use of UU Catskills facilities.

Such activities beyond the scope of normal church activities and services should be referred by the Staff (Office Administrator and Minister) to the Board of Trustees for approval or advice.

Other uses: The use of the UUC facilities for partisan political activities is prohibited. If questions arise that in the judgment of the Staff require further guidance, they should be raised with the UU Catskills President, who may elect to refer the decision to the UU Catskills Board of Trustees.

Applications and Decisions for Facility Use and Rental

An application form will be developed by the Office Administrator and approved by the Minister. A copy will be provided to the Board, who may request changes.

Each application for use of facilities will be reviewed by the Office Administrator, and notation made of approval or denial, of any rental or usage fees applicable, and of any special considerations (such as provision for insurance coverage or need for special equipment, etc.). If the Office Administrator has questions about how to apply this policy to a specific application, the Minister will assist in decision-making when requested. As stated above, if the Staff together need clarification, they will refer the case to the Board

President, who may refer it to the whole Board. Requests which are outside the scope of this policy will be referred to the Board of Trustees for a decision.

No reservation of facilities will be confirmed until such time as the appropriate fees are paid and a contract is signed.

In the event of cancellation, full reimbursement of fees will be made when the cancellation occurs more than 14 days in advance of the event; 50% will be reimbursed if less than 14 days notice of cancellation is provided.

In general, preference will be given to scheduling of UU Catskills events and events of sponsored groups, followed by member activities, however, once scheduled, facility use will be withdrawn only in an emergency.

General Guidelines

Non-members, may not make reservations more than a year in advance.

Overnight use of the building will be permitted only for board approved/congregation sponsored groups.

A new contract must be signed each year for all groups and individuals scheduling events on a periodic basis, whether or not paying fees.

The Congregation name may not be used as sponsor in any advertising or promotional literature unless it is an "official" Unitarian Universalist congregational event and permission has been obtained from the Board of Trustees.

The UU Catskills telephone number is not to be published to call for further information about the event

Denial of Use

UU Catskills, as represented by members of its Staff or the Board of Trustees may deny use for any purpose whatsoever, at their discretion. While generally good practice to do so with reason to the organization applying, such reason may be withheld, also at the sole discretion of UU Catskills.

Contributions/Rental and Usage Fees:

Expected contributions and usage fees for use of UU Catskills facilities shall be set by the Board of Trustees by resolution at the beginning of each fiscal year, or as may be deemed necessary. Unique or unusual activities not meeting the criteria for use outlined above may be brought to the BOT with recommendation of the Staff for a special fee arrangement. Current fee schedule may be obtained at the UUC office.