

## UUFEC BUILDING USE POLICIES AND PROCEDURES

Use of the Unitarian Universalist Fellowship of the Emerald Coast (UUFEC) facilities will be governed by the following policies and procedures. Use of the facility is considered under three categories and a responsibility of the facilities committee.

**Category 1.** Regularly scheduled, officially recognized, Fellowship activities (Sunday services, Board and Committee meetings, RE and Adult RE Meetings, and officially recognized Fellowship activities such as Philosophy Club, WOW, social events. etc.)

**Category 2.** Other events involving Fellowship members or UU related meetings (Weddings, UU district meetings, Cub Scouts, community non-profits, etc.)

**Category 3.** Events/meetings held by non-UU, non-UUFEC members. (Ceremonies by non-members, such as weddings, yoga groups, etc.)

### A. Scheduling:

- 1) **Category 1** events: Need to be scheduled with the Events Coordinator (s) in order to be on the Fellowship calendar and ensure there are no conflicts in building use. These groups are asked to observe the maintenance goals and security guidelines as outlines below.
- 2) **Category 2** events: The written application for the facility use must be filled out (see below). Use fees and damage deposit may be required. The application form will have all details. The Building Use Committee will review applications and determine appropriate fees (see below).
- 3) **Category 3** events: Application required with all conditions met.
- 4) At the time of reservation for Category 2 and 3, a \$50 reservation fee will be charged and applied to any total fee.

### B. Maintenance obligations:

- 1) All groups using the Fellowship are expected to return the facility to its prior condition. Specifically: chairs restacked, tables replaced, kitchen cleaned and restored, carpet vacuumed if needed.
- 2) In categories 2 and 3: Failure to follow the maintenance guidelines may result in the expenses incurred by the Fellowship to be retained from the damage deposit.

### C. Use fee and damage deposit:

- 1) Category 1: not required
- 2) Category 2: determination made on a case-by-case basis.
- 3) Category 3: always required
- 4) Suggested Use Fee: \$350. Additional \$100 fee will be required if kitchen is used for food and drink. Refundable maintenance damage deposit of \$200.
- 5) Use fees will be determined on a full or half day basis. The Building Use Committee shall have flexibility in determining fees, recognizing varying circumstances on the goal of applicants.

- 6) Outside Organizations shall provide an "Additionally Insured Certificate" to show that UUFEC has been added as an additionally, named insured to their business liability insurance policy.

D. Responsible Party:

In Categories 2 and 3, the application form will identify a UUFEC member who is sponsoring the event and/or will be the responsible party. If the facility is used overnight, or in case of a Category 3 event, it is the policy that a UUFEC member is on the premises at all times. Otherwise, a UUFEC member will be on call for the duration of the event.

E. Conditions:

- 1) A UUFEC member shall open and lock up the facility.
- 2) Office and the Minister's Study shall be kept locked during non-member events.
- 3) Children shall be under adult supervision at all times.
- 4) Alcohol consumption must be monitored. Carding is mandatory; laws forbidding use by minors must be strictly observed. Alcohol must be denied to anyone who becomes unruly.
- 5) Illegal activities or substances are strictly forbidden.

F. Building-Use Committee

- 1) This committee will consist of the Events Coordinator, the Facilities Committee Chair and the Board Liaison. In the case of specific application, the committee may need to consult with one or more of the following: the Minister, Fellowship President, or the Finance Committee.
- 2) This committee will have the over all responsibility for the administration for these policies and procedures.

Approved by the Board of Directors on: \_\_\_\_\_