

PROPOSED Building Use Policy

Intent

The intent of the Board to clarify appropriate uses of the facilities owned by the Unitarian Universalist Congregation of Cleveland.

Relevant Mandates

The Board of Trustees, in its governance role, establishes this policy in accordance with the Code of Regulations and the Facilities Policy.

Boundaries

- **Congregational use of the facilities takes precedence over all other uses.**
- **Use of buildings by Members and Friends in good standing**
 - Members may use the buildings without charge for occasional personal purposes, under the following conditions:
 - The event is neither sponsored nor organized by UUCC and
 - Space is available and
 - The event is scheduled in advance and
 - No admission fee or mandatory donation is charged for the event (fees charged for supplies/materials are acceptable, as are fundraising events)
 - A reduced fee structure will be applied for usage requiring special setup and other large-scale events.
 - If the member or friend will receive financial benefit a rental agreement is required.
- **Member sponsored use of buildings by outside groups.**
 - Outside groups may be sponsored by members and use the buildings as space is available.
 - The conditions in place for the personal use of the building by members and friends also apply to sponsored use by outside groups.
 - These member sponsored groups need to fall within the mission and outreach of the congregation.
- **Rentals by outside groups**
 - Building rentals are an important financial support to the congregation.
 - A rental agreement will be completed prior to rental
 - Groups renting space need to be consistent with our principles.

Responsibilities

The Buildings and Grounds Committee, in conjunction with the Leadership Council will assign a person/team to manage new and ongoing rental relationships, including:

- Rentals and rental agreements
- Requests for use of the buildings
- Annual report on rentals to the Board.

Procedures

The Leadership Council and Buildings and Grounds Committee will establish procedures for reviewing requests, making rentals, receiving payments, maintaining the schedule, and other relevant tasks.

Review

This policy should be reviewed at a minimum every three years.

Action Record:

Policy adopted by UCC Board of Trustees on April 28, 2020.