

UUFCO Policy on Building Use Fees DRAFT

Building use fees, and building use policies, shall be publicly posted, and shall also be available upon request. Building use fees are intended to help defray costs of operation, and are not intended to create a profit from rentals.

Authority to set user fees is delegated to the Event Manager, working with the Facilities Management Team. The Board may ask for review of rate schedules and rate setting rationale.

<?? Do we want to authorize the Minister to offer custom discounts at their discretion, if unusual circumstances seem to warrant??>

Building use fees may be discounted from full commercial rates for the following reasons:

No Building Use Fee for Sponsored Events or Programs (activities of UUFCO):
See “Sponsored Events or Programs” Policy

“Members Rates” apply when:

- User is an individual who is an active member of the church
- Activity or purpose of building use is for personal or family activity for this member

“Non-profit Rates” apply when renting organization has 501c3 nonprofit designation:

Insurance for any property left in the church is the responsibility of the provider of the property. UUFCO insurance for items not owned by UUFCO is very limited, and should not be used to protect valuable non UUFCO property placed in our facility.

Any group that wants to place an item in the church must get prior approval for use of floor space from the church administrator, and must verify that they have read and understood this policy on limited Church liability.

UUFCO Policy on Sponsored Events and Programs DRAFT

UUFCO may allow for use of the UUFCO building with no usage charge, for programmatic events which we refer to as “Sponsored Events,” with the following criteria:

The event is sponsored by a UUFCO committee or recognized ministry team, and:

- The event is deemed to support an important initiative of the committee or recognized UUFCO ministry team that wishes to sponsor the event.

- The event coordination, planning, promotion, supervision and setup/teardown shall be done by the sponsoring UUFCO organization or by a member of UUFCO who is authorized by the sponsoring organization as the responsible party, with a form or contract signed agreeing on specific names and duties assigned at the time that the event is approved. Event supervision includes a responsibility to make sure that the onsite UUFCO representative ensures that UUFCO policies, and event specific agreements, are followed for the duration of the event.

- Any event fees or donations or payments to instructors or revenue sharing agreements are pre-approved, and are consistent with the criteria and processes spelled out in the the “Programs with Income or Payments” policy statement.

Event size, complexity, timing and frequency may be considered by staff when deciding whether or not to treat an event as a “sponsored event.” Fit with the overall goals of the church may also be considered in this decision process. Large, complex or recurring events, especially those at high demand times such as weekends, may need to pay usage fees in order to allow UUFCO to adequately recover the costs of operating our building.

The Minister, or their delegated staff representative, is authorized to determine if an event meets the criteria to be treated as a “sponsored event or program,” and to decide if a proposed event fee or instructor payment or revenue sharing agreement is approved.

Option 1) Non-member event leaders must have their own liability insurance (same as if they were renting), and provide proof of this insurance to our administrator, unless a responsible member of a sponsoring committee is present and responsible for the event, in which case UUFCO liability coverage will apply.

Option 2) Building use for “sponsored events,” with no building usage fee, is normally covered under the UUFCO insurance policy, since these are activities of the fellowship and not activities of an outside group or individual.

UUFCO Policy on Sponsored Programs/Events with Income or Payments to Leaders DRAFT

Taking money from participants for a program:

If the program, event or activity will generate revenue, from any source, special care must be taken to ensure that the program's purpose is predominantly about supporting the UUFCO mission, and not about making money for an outside organization or individual, or for the sponsoring committee or team, unless support for that outside organization is one of the key mission objectives for the sponsoring committee (EXAMPLE: Hosting a fundraiser for Bethlehem Inn). Fees charged to program participants must be motivated by enabling our mission, and groups that are considering collections or fees from participants are encouraged to write down why and how the collection of money from participants furthers their mission. Free building rental will generally NOT be available for events that are significant generators of revenue. <Exceptions may be made for activities that are particularly central to our spiritual identity, such as hosting UU training seminars>

Agreements shall be signed (Minister, Committee Chair and paid program leader must sign) ahead of the event, on the split and designation of any revenue from the program. Any program revenue that goes to UUFCO shall normally go into our general fund, and shall not be reserved for spending by the UUFCO group sponsoring the program.

If online payments are accepted for the program, the agreement shall spell out who pays the costs of the online payments. Signed agreements shall be sent to the bookkeeper, Minister, Event manager and Board President.

The Minister, or their delegated staff representative or authorized building use committee, is authorized to determine if a program of the church may take money from participants as proposed by the requesting committee, and is also authorized to request modifications to the proposed terms of the agreement. The Minister may ask committees to create committee-level guidelines on how such decisions around fees will be made, which would then be approved by the Minister, in order to prevent the need to consult on each program of a similar nature.

Paying money to a leader or teacher of a UUFCO program:

Payments for services provided must be for recovery of service provider cost, or viewed as necessary to attract a particularly capable and suitable and trained individual, must be authorized by the Minister or their delegated staff representative, and shall follow all policies for spending from the targeted funding source. If some or all of the funding to cover these payments is collected from program participants, the flow of money must still all be accounted for and handled following the guidelines

