

Rental Policy for Members, Non-Profits, and Recurring Rentals

Rental Discounts to members or staff for one-time, non-recurring events

- a. Member must be a Voting Member of UUFSCC for at least 12 months prior to the reservation.
- b. Staff must be employed at least one year prior to making the reservation.
- c. Facility rental rates are 60% discounted.
- d. Member or staff must sign a contract to reserve the space.
- e. Depending on the nature of the event, Member may be responsible for a cleaning fee of \$90 for use of Fellowship Hall and Kitchen.
- f. The clean-up charge may be waived if the member takes responsibility for post-event cleaning (see checklist) and does not require on-call custodial or janitorial staff.
- g. Insurance rider is required for events of 50+ persons.
- h. Member or staff must be present and responsible when there are 50 guests or more and alcohol is served.
- i. A full security deposit is required to reserve the space.

Memorial services for members

To qualify for free rental as a former member, a person must have made a contribution of record within the previous 5 years. If there has been no contribution during this time, former members may qualify for the member-discount of 60%. The fee for ministerial services is negotiable.

- a. There is no facility rental charge for memorial services for members and their extended family. This is understood as spouses, partners, parents and children.
- b. A full security deposit is required to reserve the space.
- c. Memorial planners may be responsible for an additional cleaning fee of \$90 for the use of Fellowship Hall and Kitchen.
- d. This charge may be waived if memorial planners take responsibility for post-event cleaning (see checklist) and do not require custodial or janitorial staff.
- e. Since memorials are Fellowship-sponsored, no insurance rider is required.
- f. A current member of the Fellowship must be responsible and present when there are 50 guests or more and alcohol is served.

Rental Discounts to Non-profits

- a. Renters must provide proof of 501(c)3 status with signed contract.
- b. Facility rental rates are 35% discounted.
- c. A full security deposit is required to reserve the space.
- d. Depending on the nature of the rental, organization is responsible for cleaning fee of \$90 for use of Fellowship Hall and Kitchen.
- e. Insurance rider required for events of 50+ persons
- f. A current member of the Fellowship must be responsible and present for events of 50 guests or more and alcohol is served, or otherwise a security guard is required.

Rental Discounts for Recurring Events

- a. Recurring rentals are discounted 60% on facility rental rates. A single contract that includes a minimum six reservations in one calendar year is required for this discount. Rentals that require separate contracts do not qualify.

- b. Recurring events must have a representative contact person. If the contact person changes, the Office Administrator must be notified.
- c. All recurring rentals are subject to annual review. All contracts more than one year old will be renegotiated and signed.
- d. Recurring rentals are subject to incremental increases each year.
- e. All other contractual requirements must be fulfilled, as per rental policy.

Additional guidelines:

- A signed contract (and a full security deposit where indicated) must be made to reserve and hold any event on the calendar. (Discounts apply only to the rental fee.)
- The base cleaning fee is \$90 for an estimated 3-1/2 hours of work (at \$20/hr). This is built into the first hour of the rental fee. Depending on the nature of the event, this amount may be charged in full for events using the Fellowship Hall and the Kitchen booked by members, non-profits, memorial services and recurring events. If the patio is included, this fee is increased by \$10.
- If additional cleaning is needed beyond the basic requirements of the contract, the fee is \$30/hr. to the Fellowship, \$20/hr. to the provider. This will be deducted from the security deposit.
- The UU Fellowship reserves the right to sponsor organizations that are in alignment with its mission and to provide additional discounts that help underwrite the cost of the rental.
- The Board must approve ticketed events OR the rent-free use of the facilities for one-time events sponsored by outside groups that are in alignment with our mission, goals and values as long as a member of the Fellowship or the minister is present. Because of the difficulty and time required to get Board approval between meetings, the minister and one officer can approve a request.
 - The event becomes “official” when approved by the Board (or Board representatives as stated above) and thus firmly scheduled on the calendar.
 - A member must be designated as the contact person for the event and a) either commits to the cleaning guidelines or b) agrees to pay the cleaning fee if Fellowship Hall and Kitchen are used, or if more than 50 people. (Suggestion: If it is a fundraiser, any event expenses could come out of the income.)
 - The member contact would also be responsible to monitor if alcohol is served.
- The use of facilities for one-time Fellowship events sponsored by members, staff, committees, teams or other congregational groups, must be approved by the Board (or Board representatives as stated above). In this case, no insurance rider is required. These must be scheduled with the Office Administrator and post- event cleaning guidelines apply.
- The use of facilities for recurring events sponsored by the Fellowship that are in alignment with our mission, goals and values (such as the Meditation Group) must be reviewed and approved annually by the Board. Groups must demonstrate that they are serving the congregation’s mission and that members of the congregation regularly participate. A member must be designated as the contact person for the group.