



# F I R S T UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE

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**Policy #:** 003

**Policy Name:** Building Use Policy

**Purpose:** To describe the policies for requesting and using the First Unitarian Universalist Society of Syracuse's (First UU) physical building by First UU members as well as outside organizations and the procedure to be followed during use.

**Original Date:** January 1979

**Revision Dates:** Jan/1989, Oct/1990, Mar/1993, Mar/1999, 11/23/2014, 8/25/2016, 10/17/18

**Written By:** Jim Daloisio 11/1/2014

**Revised By:** Valoree Suttmore 10/2/2018

**Reviewed By:** Jennifer Hamlin-Navias 10/5/2018

**Approved By:** 2018-2019 FUUSS Board of Trustees 10/17/18

## A. General

1. It is the policy of the First Unitarian Universalist Society of Syracuse (First UU) to make its physical facilities available not only for spiritual services and other Society-related functions, but also for the use of responsible organizations, groups and individuals in the greater Syracuse area.
2. The Society shall not make its facilities available to political parties or other partisan political groups, or to organizations or groups whose goals or purposes may be contrary to the mission of the Society, In addition, the First UU facilities will not be made available for any purposes that would place its tax-exempt status in jeopardy.

## B. Procedures

### 1. Building Use Committee-Description and Responsibilities

- a. The Building Use Committee, consists of the Minister, the Board of Trustees (BOT) President, and the Chairperson of the Facilities Team. These individuals shall be in general charge of administering the Building Use Policy of First UU.
- b. The Building Use Committee shall:
  - ▶ Act on all outside requests for use of all First UU facilities, approving and scheduling only those that meet all the criteria contained in this policy
  - ▶ Consult with the First UU staff before approving requests for the use of Classroom facilities or the Sanctuary
  - ▶ Be responsible for interpreting guidelines and determining rental fees for the use of First UU facilities
  - ▶ Be responsible for determining rental fee due dates.
  - ▶ Have authority to deny facility use to organizations showing disrespect for the First UU building or property
  - ▶ Submit an Annual Report at the end of the year.
- c. The Building Use Committee shall oversee the Society Office Administrator in the performance of:
  - ▶ Preparation of monthly building use reports for the BOT
  - ▶ Maintaining easily accessible records of Society rentals

- d. The Building Use Committee will refer to the BOT for action on:
- ▶ All requests for use of First UU facilities for special fund-raising events
  - ▶ All requests for use of First UU facilities by a for-profit business
  - ▶ Any requests for use of the First UU building/facilities which the Building Use Committee seeks additional counsel in interpreting the building use criteria.
- e. The First UU BOT, at its discretion, may preempt, reverse, or modify any action of the Building Use Committee including a request that fails to meet all criteria of the General section of this policy.

## **2. Rental Fees**

- a. Voting Society members may use the Sanctuary and Fellowship Hall for dedications, weddings or commitment ceremonies and memorial services without fee.
- b. A “Building Use Fee Schedule” for various Society facilities shall be established by the First UU BOT, upon recommendation of the Finance Committee and the Building Use Committee, to defray the cost of operating the facility, including depreciation. The fee schedule shall be reviewed biennially in March, with changes becoming effective the following July.
- c. The following guidelines are used when determining rental fees:

Discounts given to groups (percentage reduction from the fee schedule):

- ▶ 25% -Nonprofit organizations
- ▶ 50% -Social change/community service groups

Negotiated:

- ▶ Support and other groups not addressed elsewhere
  - ▶ Long term use/Long Term Rental Agreements
- d. All groups or individuals except those with automatic permission to use the facilities without fee, shall pay at least a minimal fee or donation determined by the Building Use Committee.
- e. Voting Society members shall receive priority in scheduling, however, no special discounts will be given except as noted elsewhere in this policy.

### **3. Deposits**

- a. Outside groups renting First UU space, who have not been pre-approved, shall prepay a deposit equal to one-half the rental fee, or \$50, whichever is greater.

The deposit shall be returned in full, after the event and upon return of key(s) to the Society office, if there has been no damage or unauthorized use of Society property. The security deposit may be waived at the discretion of the Building Use Committee.

- b. In the event of a cancellation, the deposit may not be refunded.

### **4. Automatic Permission for Use of Building (Pre-Approved Groups)**

- a. Permission shall be given automatically, without going through the Building Use Committee, for facility/building use without a fee to the following organizations, provided that the space requested is available:

- ▶ Denominational groups
- ▶ Other groups as determined by the Building Use Committee

- b. Permission shall be given automatically for building use with minimal fee or donation to the following organizations with the same two provisos as above:

- ▶ Folk Dancing Group
- ▶ City, Town, and County Organizations
- ▶ Other groups as determined by the Building Use Committee

- c. The above does not apply to requests for use of the Sanctuary, fund-raising events, or for purposes contrary to the Building Use Policy. Such requests shall go through the Building Use Committee or the First UU BOT, whichever is appropriate.

### **5. Alcoholic Beverages**

- a. Outside groups or organizations renting space at First UU for parties, weddings etc. are prohibited from serving alcohol at the event unless there is a caterer who has a license and appropriate insurance to serve alcohol.

### **6. Custodian Use By Outside Groups**

- a. The Building Use Committee may require outside groups not on the pre-approved list, to pay the Society custodian or other representative of the Society to be present to unlock and lock the building, to assist in equipment operation, and cleanup. Terms of the agreement shall be determined on a case by case basis.

## **7. Building Use Scheduling**

- a. To avoid confusion and conflicts all building use requests shall be handled through the Society's Office Administrator, and all those approved shall be entered on the calendar in the Society office. In addition all building use requests will be entered on the online calendar.
- b. Use of the First UU Sanctuary and Fellowship Hall on Saturday nights shall be limited to Society-sponsored functions, or groups which have proven themselves fully reliable. Other outside groups shall be screened and fully monitored during the function. However, every effort shall be made to avoid this night of the week.
- c. Society use of specific rooms shall take precedence, although every effort shall be made to provide satisfactory accommodations for users in an alternate room. Care in making reservations shall be taken and instructions left to restore rooms used to original condition.
- d. All reservations for use of Society facilities and/or equipment shall be made at least one week in advance through the Society office. Special arrangements required by users must also be requested and details provided a week in advance.

## **8. Equipment Loans**

- a. Arrangements to borrow Society equipment or furniture (such as chairs), is contingent upon authorization by one of the members of the Building Use Committee.
- b. Borrowed items shall be signed out at the Society office. Pick-up and delivery will be the responsibility of the borrowing person. The borrowed items shall not be damaged or soiled.

## **9. Restricted-Use Items**

- a. The elevator, Sanctuary and Fellowship Hall sound systems, and folding partition in the Fellowship Hall shall not be used or operated by outside groups except by special permission by the Building Use Committee.
- b. The programmable lights in the Sanctuary shall not be modified by anyone other than the Building Use Committee or the Music Director.
- c. The dishwasher shall only be used by groups who can demonstrate proficiency with its use. Otherwise the Society custodian or other representative of the Society shall be employed to operate it.
- d. The Director of Music will supervise and authorize the use and maintenance of musical instruments belonging to the Society, including the pipe organ, piano and keyboard. The Music Director shall approve, in advance, the use of the Society's instruments by outside individuals or groups. In the Music Director's absence, approval shall be delegated to the Chairperson of the Music/Worship Committee.

## **10. Security**

- a. Responsibility for assignment and distribution of Society building keys rests with the Society Office Administrator, who shall keep an accurate record in the office of all keys distributed and to whom. One key of each type shall be kept out of circulation, to be used for reproduction purposes only. See Key Distribution Procedure # 008.

## **11. Smoking**

- a. No smoking is permitted in the First UU building.

## **12. Animals**

- a. With the exception of certified service animals, no animals are allowed in the First UU building.

## **13. Guidelines for Overnight Use of Facilities**

- a. To ensure appropriate consideration of potential liability concerns, any groups or individuals requesting overnight use of the facility shall be approved by the First UU BOT in advance.
- b. A member of the Society shall serve as a predetermined representative for the group and shall be present or within contact at all times during the usage period. The representative shall ensure that these guidelines are reviewed, signed, and collected from each guest.
- c. The number of overnight guests shall not exceed 50.
- d. To ensure the security of the facility, the building shall be locked by 12:00 midnight.
- e. Meals shall be consumed in the Fellowship Hall or Kitchen. Beverages may be served in other areas including the Parlor, Classrooms and Narthex. Guests shall be respectful of the facility and its furnishings. Spills, crumbs and debris shall be cleaned immediately. Food and beverage consumption shall not be allowed in the Sanctuary.
- f. All rooms must be returned to their original condition or better.
- g. The Society office, staff offices and use of office equipment and supplies is restricted to authorized members of the Society, unless otherwise agreed upon in advance.
- h. Use of the classroom wing, classrooms and leased space is prohibited unless agreed upon in advance by the Building Use Committee.
- i. Any emergencies or accidents shall be reported to a member of the Building Use Committee immediately by the group designee.
- j. All other provisions of the Building Use Policy shall apply.