

UUFF BUILDING RENTAL AND USE POLICY

I. GENERAL POLICY

- A. UUFF will make its property available for use and rent to serve the following purposes:
1. To generate income for UUFF to support the cost of the property;
 2. To provide a service to UUFF members, other nonprofits and civic organizations; and
 3. To introduce UUFF to the larger Fairbanks community.
- B. UUFF, through its Board or designated Building Use Coordinator (BUC), may take spiritual and/or political ideology into consideration when it chooses to whom to rent its building, and what rate to charge. Such decisions shall be made in accordance with the UU guiding principles, and with the UUFF's own traditions of open-mindedness and religious tolerance.
- C. UUFF makes its sanctuary, foyer and kitchen available by reservation on Saturdays; Sundays after 2 pm; and weekdays after 6 pm. Events and activities sponsored by UUFF have priority for building use. Certain areas of the building are not available under the terms of this policy; these include classrooms and the office of Our Village Preschool; closets, classrooms and the office of UUFF.

II. ADMINISTRATION

The BUC will be responsible for coordinating all rentals of the UUFF building other than for Our Village Preschool. The BUC will charge rent in general accordance with this policy. However, the BUC is authorized to use discretion and adjust rental rates according to circumstances.

The BUC need not ask for UUFF Board approval for one-time rental decisions but may seek approval or guidance any time, and must get Board approval of any long-term rental decision.

III. RENTAL RATES

UUFF-sponsored events and sacramental use by members: There is no building use charge for fellowship-sponsored events.

UUFF members may reserve the building for sacramental uses (such as weddings, funerals, christenings etc.) without charge. For such uses the member shall be encouraged to make a donation to UUFF in an amount of her or his choosing.

For other uses of the building, UUFF shall generally charge rent within the following rates:

Single event use (up to six hours)		Rate
General use by individuals or organizations	Sunday through Friday	\$250
	Saturday	\$300
Nonprofit or charitable organizations	Sunday through Friday	\$200
	Saturday	\$250
A member of UUFF who wishes to sponsor use of the building for a nonprofit organization of which he or she is a member may request a reduction of the applicable nonprofit rental rate. The UUFF member will agree to attend and to serve as the responsible person on the rental agreement.		15% reduction
Use for recurring, brief meetings of nonprofit and social action groups (1-2 hours)		negotiated by the BUC
Long-term rental agreements shall be negotiated by the BUC and require approval in advance by the Board.		

IV. CLEANING AND DAMAGE DEPOSITS

The person or group using and/or renting the building shall be directed to clean it, remove all garbage and trash, and leave the building in a state at least as clean and neat as they found it. The BUC will require posting of a cleaning and damage deposit for all one-time rentals, in an amount at least equal to the applicable rental rate.

V. USE OF SOUND SYSTEM AND PIANO

Renters may access the sound system only with a trained UUFF Sound Technician and payment of \$50.

The Steinway piano in the sanctuary is valuable. Renters are responsible for ensuring that only trained musicians use the piano.

VI. PAYMENTS

All rental payments shall be made by approved credit card or by check made out to UUFF and tendered either to the BUC or to any Board member, either in person or by mail.

APPROVED BY THE UUFF BOARD

Marilyn Russell, Secretary

Date: