

POLICY FOR USE OF UUFBC FACILITIES

Effective July 1, 2008

The guidelines for use of the facilities will be as follows:

1. For UUFBC sponsored events and for groups that have at least one UUFBC member as an official part of their membership, a UUFBC member will be responsible for opening and closing the building and seeing that furniture is replaced where it was and the building is in clean condition, i.e., vacuumed if needed, dishes washed, dried, and put away, bathrooms are clean, garbage is bagged and taken to the dumpster, waste containers are relined, and the thermostat is set at the suggested temperature.
2. For meetings and groups who rent the facility and do not have a member of UUFBC as part of their membership, a member of UUFBC will be assigned to open the building at the beginning of the meeting and close (lock) the facility at the end. The code or key to the door will not be given to nonmembers.
3. The president (or board) will appoint a Building Coordinator who will have the responsibility of making reservations for use of the facility by outside groups. (UUFBC members who want to schedule Fellowship events should contact the church calendar coordinator directly.) Once contacted by an outside group, the Building Coordinator will clear the date and schedule the event with the church calendar, and will also notify the Housekeeping/Décor chair so that cleaning can be arranged after the meeting if necessary. The Building Coordinator will also ensure that a UUFBC member is available to open and close the building for meetings of outside groups.
4. Groups and individuals who use the facility are asked to observe our “no smoking” policy inside the buildings. A designated smoking area is available outside.
5. No animals should be brought inside the buildings, with the exception of certified service animals.
6. Plates, cups, napkins, utensils, etc., are not provided by the UU Fellowship for outside groups to use. Rental clients are asked to provide these items for themselves.

The fee schedule for use of the facilities will be as follows:
(These fees are for events of up to 4 hours duration. For events longer than 4 hours, the fees are doubled.)

SMALL EVENTS----fewer than 25

1. For-profit group..... \$25.00
2. Non-profit groups.....\$10.00
3. Non-profit groups which include at least one UUFBC member...no fee
4. Personal use by a UUFBC member for a small event.....no fee

LARGE EVENTS----25 or more up to a maximum of 100

1. For-profit groups.....\$50.00, plus \$50.00 cleaning fee
2. Non-profit groups.....\$25.00, plus \$50.00 cleaning fee
3. Non-profit groups which include at least one person who is
a member of UUFBC.....no usage fee; \$50.00 cleaning fee
4. Personal use by a member of UUFBC
for a large event.....no usage fee: \$50.00 cleaning fee
5. Weddings, family reunions, parties, etc.,
for non-members.....\$200.00, plus \$50.00 cleaning fee