

BUILDING USE AND RENTAL POLICY
FIRST UNITARIAN SOCIETY of MINNEAPOLIS
900 Mount Curve Ave. Minneapolis MN
Adopted: August 27, 2014
Revised: October 22, 2014

The First Unitarian Society of Minneapolis (FUS) makes its facility available for meetings and programs consistent with this policy. All users are expected to practice stewardship of the building and its furnishings and guard against damages, theft, and breaches of security.

The intent of this policy is to assure that FUS room rental is uniformly administered and is in the best interest of FUS, its members, and its staff. It is intended to ensure facility security and occupant safety. Room rental income is intended to cover all FUS direct costs for the event, including employees and contractors needed for the event, as well as indirect costs associated with the long term ownership and maintenance of the facility.

I. DEFINITIONS

- A. FUS congregational events: An event that serves the mission of FUS, typically including staff, committee, and task force meetings, as well as specific activities organized by FUS.
- B. FUS member and staff events: Events for professional or personal benefit of participants, the majority of whom are FUS staff or members.
- C. FUS contributing members and supporters: Individuals or couples that have made a recorded contribution of not less than \$200 within the previous 12 months.
- D. Approval Committee: A committee consisting of the Minister, Social Justice Coordinator, and the Treasurer of the Board of Trustees authorized to approve, disapprove, or negotiate rental application and subsidy requests. At their discretion, the Board of Trustees may override any Approval Committee decision.

II. PRIORITIES

- A. First Priority Uses: FUS congregational events and FUS committees and groups serving the mission of FUS. Rental for public elections are also first priority.
- B. Second Priority Uses: Weddings and memorial services for FUS members, staff, and contributing supporters, and their immediate families.
- C. Third Priority Use: FUS member and staff events.
- D. Fourth Priority Use: FUS sponsored or cosponsored events.
- E. Fifth Priority Use: Groups not affiliated with the FUS, whose participants may or may not include FUS members or staff.
- F. Special note on events with Political Themes: It is not the policy of FUS to allow a partisan political group to use building space unless the purpose of the group is clearly within the stated purpose of the FUS. However, the building may be used for free and open, non-partisan discussions of political issues. Examples: a neighborhood meeting to discuss freeway expansion issues would be allowed; a precinct caucus for a political party would not be allowed; a debate between candidates would be allowed; a rally for one candidate would not be allowed.

G. Conflicts: The above priorities notwithstanding, once an event has been scheduled, it is "on the calendar" and will not be canceled by the FUS to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the administrative staff should notify both groups promptly and involve both parties in efforts of collaboration so that, if at all possible, both groups can be accommodated.

III. NON-DISCRIMINATION

A. In keeping with Unitarian Universalist Association principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual preference, age, or public assistance status.

IV. SECURITY

The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. All users are asked to pay close attention to personal property and valuables, not leaving them unattended. FUS is not responsible for theft or damage to personal property.

V. ADULT SUPERVISION

A. Children must never be left alone or unattended anywhere inside the building or on building grounds. Adequate adult supervision is required for any events including children.

VI. ALCOHOL

A. No hard liquor beverages are allowed in the building. Beer, wine and champagne are acceptable upon FUS pre-approval.

Appendix A: FUS space rental rate.