

BUILDING USE AND RENTAL POLICY
FIRST UNITARIAN SOCIETY of MINNEAPOLIS
900 Mount Curve Ave. Minneapolis MN
Adopted: August 27, 2014
Revised: September 27, 2017

The First Unitarian Society of Minneapolis (FUS) makes its facility available for meetings and programs consistent with its interests. 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 ensures facility security and occupant safety. Event charge are 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 building.

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: Pledging adult member in good standing.

C. Approval Committee: A committee consisting of the Minister, Social Justice Coordinator, and the Treasurer of the Board of Trustees authorized to approve subsidy requests. At their discretion, the Board of Trustees may override any Approval Committee decision.

II. POLITICAL EVENTS

Events with a political theme will be considered on a case-by-case basis to ensure that FUS maintains its exempt status.

III. FIRST COME, FIRST SERVED

Once an event has been confirmed with a signed contract and paid deposit, it is "on the calendar" and will not be canceled by FUS to accommodate a different program. 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.

IV. NON-DISCRIMINATION

In keeping with Unitarian Universalist principles, no individual or group will be denied use of building space on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation.

V. SECURITY

The congregation works to maintain a safe and secure environment within the building; 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.

VI. ADULT SUPERVISION

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.

VII. ALCOHOL

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

VIII. APPLICATION AND APPROVALS

A. An Event Reservation Contract is required for special events. All users of space must schedule their special events through the Facilities Director.

B. The Facilities Director is authorized to approve, disapprove, and negotiate rental requests.

C. All special event requestors must sign an indemnity waiver form.

D. FUS congregational events require review and approval by a staff member. After review and approval, the event must be placed on the calendar by a staff member. The calendar dictates what events are reserved and approved. Deviations from this must be resolved by the facilities director.

IX. RENTAL RATES

A. The space rental rates shall be as listed in Appendix A.

1. FUS congregational events have no fee.

2. FUS members will be granted complimentary use of Upper Assembly (or other single room) for weddings (their own or their child's) and memorial services (for members and immediate family). Also granted are two hours of complimentary use of two additional small rooms in conjunction with a memorial service or wedding. Wedding reception space will require a fee. Some of these uses may require fees for an event facilitator, sound technician, door attendant, or building steward.

3. FUS members are eligible for a \$120 subsidy on any room rental for personal use, limited to one subsidy per member per year. One subsidy may be used per rental. This subsidy is not transferable to another person or group.

B. FUS Subsidized Rentals. A special event requestor may apply to the Approval Committee requesting a subsidized rental. The application must include an explanation of how the event will positively influence future FUS membership or future rental revenue; or in what way the event is associated with a social cause consistent with FUS social justice objectives.

1. The Approval Committee shall not approve a subsidy such that the income would not cover employee costs, such as the event facilitator, sound technician, door attendant, and building steward.

X. PAYMENT

A. A \$100 deposit will be required to schedule an event which has a rental fee.

B. Full payment will be required 2 weeks before the event.

C. For larger events such as weddings, week-long events, or events which use most of the building, a payment and refund schedule will be done on a case-by-case basis to ensure that there are no last-minute cancellations resulting in a major loss of income.

D. A full refund will be given if event is cancelled 2 weeks before the event. A partial refund of 50% will be given for events cancelled up to 1 week before the event (50% of final fee or \$200, whichever is larger, will be charged as a cancellation fee).

Appendix A: FUS Rental Rates.