

Document #:	General Policies – G-2	Created:	12-1-2016
Title/Subject:	Building & Furnishings Use	Revised:	10-18-2017, 3-20-2019
Purpose:	Define approved use of building & authorities	Reviewed/Unchanged:	
Operational Authority:	Office Administrator, Minister, Board of Directors		

Policy

First UU Rochester, MN is a welcoming community and open to all people. As such, all First UU Rochester events and all organizations using or renting our facility will uphold First UU Rochester values and the Seven Principles of our denomination. A Renter is defined as any individual or non- First UU Rochester group who uses our facility for any event.

Types of Building Use:

1. UU Events

This is any activity solely organized and managed by a First UU Rochester group or Committee for the direct purpose of supporting our goals and carrying out our vision, such as: worship, celebrations, meetings, discussions, planning, educational, social, or fundraising events.

First UU Rochester events are open to everyone and can include: the wedding of a Member or Member's Child, Celebration of Life, Child Dedication, Coming of Age, Bridging Celebration etc. Families supply flowers, guest books, decorations, caterers, etc.

UU Denominational Events:

Occasionally a UUA or UUA MidAmerica Region association may request use of our facility.

Collaborative Events:

This is typically a single event in which a First UU Rochester Committee partners with an outside group and actively collaborates in planning, organizing, and advertising.

Social Justice Program Partners' Event:

These are not-for-profit organizations that have been formally designated by the Social Justice Committee as current Social Justice "Partners".

2. Other Rental Events

Not-for-Profit Organizations:

Other not-for profit organizations may use the facility as the schedule allows.

Personal Events by Active Members:

Members are considered Renters when they are the host(s) of the event and no First UU Rochester Committee is involved. The host(s) of this event must be an Active Member of First UU Rochester. These events are a private activity and typically not open to the public.

Political Events:

Political meetings or endorsement activities held at First UU Rochester require the approval of the First UU Rochester Board of Trustees.

Alcoholic Beverages:

If alcoholic beverages are served on First UU Rochester property for any event, the Rental Event Coordinator must comply with requirements of (State of Minnesota / Olmsted County / City of Rochester). A copy of the provider's alcohol license & insurance certificate must be on file with the Congregational Administrator 10 days prior to the event or the room reservation may be cancelled. (A licensed vendor is required.)

Audiovisual and Sound Equipment:

Only First UU Rochester trained & qualified Audiovisual Technicians may operate the First UU Rochester Audiovisual equipment. Renters will pay the AV Technician directly for his/her services. The stand-alone sound system may be operated by a knowledgeable person. A Use fee may apply to AV or sound equipment.

Authority:

The requirement for a signed Rental Agreement or alcohol license & insurance certificate will not be waived.

The Congregational Administrator, Minister, or the Board may waive any other requirement or decline to rent to a specific individual or organization.

The Congregational Administrator has responsibility for oversight of all rentals and has fiscal responsibility for rental income, including the fee schedule and deposit requirements.

Procedure

Event Requirements and Exceptions:

The Congregational Administrator manages space reservations and must receive the following:

1. All information required for reserving the space including but not limited to: organization name, contact info, requested date(s), time, etc.)

Exceptions: None

2. Signed First UU Rochester Rental Agreement, to be received no later than one week prior to the reserved event. The Congregational Administrator or Minister may sign Rental Agreements on behalf of First UU Rochester.

Exceptions: First UU Events.

3. Proof of liability insurance (insurance certificate with UUCM named as additionally insured). Social Justice Partners and First UU Rochester will exchange insurance certificates each year.

Exceptions: First UU Events, Personal Events by Active Members, and other events as determined by the Congregational Administrator and/or Minister.

4. Rental fee and required deposits per current Fee Schedule.

Exceptions: First UU Events.

5. If alcoholic beverages are served, a copy of the provider's alcohol license & insurance certificate must be received 10 days prior to the event to avoid cancellation of the room reservation. All UU Events must also comply with this requirement.



Exceptions: None

Associated Documents

G-2A - Building Use Fee Schedule

Building Use Agreement (procedural document separate from Policy Manual)

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