



UNITARIAN UNIVERSALIST CONGREGATION OF SANTA FE
Congregational Manual

Policies: Facilities

Version 1.0

Approved February 16, 2011

Revision History

Date	Version	Comments
February 16, 2011	1.0	Initial version approved by Board of Trustees
May 30, 2013	1.0	Relabeled as Volume 3b. No other changes

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Purpose

Facilities policies are intended to support the activities of the congregation, generate income, and support good works in the community.

Scope

The facilities policy refers to use of the congregation's building, by congregational groups, individual members, and community groups.

Definitions

Congregational Group. A team or committee with representation on the Congregational Council; or a group meeting on a regular basis, the majority of whose active participants are members or contributing friends of this congregation, shall be considered *congregational groups*.

Co-Sponsored Group. An organization with a formal co-sponsorship relationship to the Social Justice Team or the Board of Trustees shall be considered a *co-sponsored group*.

Building Rental Policies

Reservations

General. All building use by members and non-members must be scheduled with the rental coordinator. Once reserved, a room will be reassigned to another user only for a congregation function and with the approval of the minister.

To ensure that space will be available for congregational purposes, members must reserve in advance all the rooms they want to use. Committees are encouraged to arrange their meeting dates and room requests as far in advance as possible.

Committees with regular meeting dates should book them for the whole year in advance. The rental coordinator, when reserving space for a committee, should ask if this will be a recurring meeting, and remind the committee representative to reserve as soon as possible.

Renters, whether congregation members or not, must reserve space as explained above, file an application, and enter into a rental contract.

Space Uses

All events will be over by 10:00 pm.

Facilities Policy

All users of the building shall leave the spaces they use clean and the space, equipment, and furniture in the condition and location they were found. Clear aisles to exits must be kept open at all times in all spaces.

Foyer and bathrooms are shared by all users of the building. Requests for use of the foyer for anything other than access shall be made on the application. If at the time reservation or application is made foyer space is available, permission may be given to set up tables for the distribution of literature, signing-in, ticket sales, and serving of light snacks.

Fellowship Hall is currently available at all times except Sunday until 1:00 pm. Users of Fellowship Hall shall restrict their food and drink activities to the use of the mini-kitchen in Fellowship Hall.

Kitchen: Full use of the kitchen equipment is restricted to congregation activities. Congregants using areas of the building other than Fellowship Hall may use the kitchen subject to the restrictions listed below. Use of the kitchen must be requested on the application.

- Use, serve, consume and clean up only their own food and drinks. (This includes salt, sweetener, cream and the like.)
- All food brought in must be removed.
- Trash is to be placed in garbage bags and deposited in the dumpster.
- Clean garbage bags are to be placed in the trashcans.
- The kitchen is to be left clean and in the condition in which it was found.

Renters using the kitchen: In addition to the requirements listed above, the following apply.

- Use the kitchen only to make coffee or tea and/or to serve snacks and soft drinks.
- Take no food or drink into Fogelson Hall.
- Do not use the stove or the dishwasher.
- Pot-luck meals are not permitted.
- Provide napkins, plates, cups and utensils to be used.

Special Amenities in Fogelson Hall

These amenities should be requested at the time a reservation request is submitted.

The Piano

The Steinway piano may be rented for practice or soloists' rehearsals for \$25 per hour without charge for rental of the hall, if and only if, the hall cannot be rented to another party. Group rehearsals must rent the hall as well as the piano. The piano rental rate schedule is in the Appendix.

Facilities Policy

The Music Director will provide music for weddings, memorials, and funerals for both members and non-members, and will be reimbursed for doing so. If the Music Director is available and not engaged, the usual piano rentals will apply.

Those renting the piano must agree to the conditions set forth in the Rental Agreement.

The Unitarian Universalist Congregation will not be responsible for publicity, tickets, ushers, special lighting or amplification, or other details of presenting concerts.

Amplification System

The amplification system may be adjusted to the extent possible using the wall switches, but access to the equipment cabinet is not permitted. There is no charge for this amenity. Outside amplification must be approved by the Facilities Team.

Special Lighting

Creative, theater-type lighting is available. The Facilities Team coordinates its use.

Other

Chairs, lamps, and tables shall not be moved from room to room without prior permission. Renters have a right to expect that furnishings and equipment normally in rooms will be there.

Building Rental Rates

Building rental rates are established by the Board of Trustees upon recommendation by the Facilities and Financial Teams. The rental coordinator applies those rates in individual rentals; the rental coordinator may seek assistance in doing so from the Facilities Team, and the Facilities Team may refer particularly difficult decisions to the Executive Committee of the Board of Trustees.

Current rental rates may be found in the Facilities Procedures and as quoted are the minimum and include up to 4 hours use of the space, including the time needed for setup and cleanup. Additional time will be charged at an hourly rate for each additional hour or fraction thereof. Each user is responsible for cleaning the space used, and replacing all furniture and other items, and leaving the space in the condition in which it was found.

A Rate Schedule

This is for all rentals that do not qualify for the B rate.

B Rate Schedule

This is a lower rate that is provided to not-for-profit organizations whose objectives are consistent with the mission of the Unitarian Universalist Congregation of Santa Fe. It is granted to organizations meeting criteria established by the Board of Trustees of the Congregation. No admission may be charged when renting for the B rate.

Facilities Policy

Applications for the B Rate will be considered by the Facilities Team.

A deposit of \$150 must be given to the facilities coordinator before using the space as a damage, key return, and cleaning guarantee. The deposit will be returned promptly if the space is left in satisfactory condition and key returned. A portion of the deposit may be used for any cleaning or repairs deemed necessary due to the renter's use of the space.

Eligibility for Reduced or No Fees

Teams and committees represented on the Congregational Council may reserve space without fees.

Congregational groups shall be entitled to free use of the space, as it is available. Membership in the groups shall be reviewed yearly in July to see if the current composition of the group continues to meet the above criterion.

Not for profit groups cosponsored either by the Social Justice Team or the Board of Trustees will pay the B Rate. The chair of the Social Justice Team may recommend to the Facilities Team waiving the fee, based on a reciprocity agreement with the cosponsored group or financial hardship for the group.

The minister may adjust or waive rental fees in special situations.

Insurance Requirements for Renters

The congregation's liability insurance policy covers judgments brought by outside parties against congregational groups.

Non-congregational groups renting space must present proof of insurance coverage at the time they reserve space. This requirement will not be waived regardless of the rental fee charged.

Policies on Program Content

Eligibility to Use Facilities

The UUCSF will make its facilities available to members of the congregation, congregational groups, co-sponsored organizations, and other nonprofit Santa Fe organizations whose objectives are consistent with UUCSF principles.

Free Speech

If a group has been refused use of other facilities, we will, as a matter of free speech, allow it to meet in our facility provided its objectives are not antithetical to UUCS principles and that the group allows a representative of the congregation to make a disclaimer at the beginning of the meeting.

Political Candidates

The purpose of policy in this area is:

Facilities Policy

- To protect the tax-exempt status of the Unitarian Universalist Congregation of Santa Fe
- To promote fairness in the democratic process

The Issue. The Internal Revenue Service considers the support of political candidates by tax-exempt organizations to be a non-exempt activity, which could expose our congregation to a tax liability and fines. Tax-exempt organizations are, however, permitted to educate voters on public policy issues.

The Policy. During a political campaign season (from candidate registration deadline through election day), a political candidate or officeholder (or their representative) may speak at the Unitarian Universalist Congregation of Santa Fe functions only if all other candidates for that office (or their representatives) have been invited in a fair and timely way to speak at the same function. Candidate forums or debates are encouraged. Speakers on nonpartisan ballot issues are exempted from this policy if they are not themselves seeking office. They must be informed of this policy as it relates to representing political candidates.

Arts and Aesthetics Policies

The northern corridor in the foyer is the designated display area for art.

Any redecorating/major change in the placement of objects must be approved by the Facilities Team to assure coordination with other committees/teams that might be affected.

Responsibility for Procedures Relating to Grounds

The Chair of the Facilities Team is responsible for policy and procedures relating to the grounds; no other information pertaining to the grounds is contained in this document.

Other Building Related Policies

Church Furniture and Equipment

Church furniture and equipment may not be taken for individual use.

Keys

Keys shall be provided only on an as-needed basis. A key assignment list shall be maintained by the rental coordinator. A key deposit is required when keys assigned to other than paid staff. A key inventory shall be made annually.

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Appendix A: Congregational Actions Relating to a New Building

Make commitment to a significantly larger facility

Approved 10/19/2003

Approve new building on new site, rather than major renovation

Approved 10/19/2003

Approved to purchase Rabbit Road site for \$180,000

Approved 10/19/2003

Feasibility study approved (paid by donations and loan secured by the Rabbit Road property)

Approved 10/19/2003

The Rabbit Road property is designated as the building site for the new UUCSF facility.

Approved 11/14/2004