

**DRAFT**  
**UUCGT Building Rental Policy**

In general, UUCGT sponsored events have priority over rentals. UUCGT sponsored events are described as events which correspond with Lifespan Experience Programming and possess educational benefit. The Operations Team shall review and approve requests for building rentals. The Office Administrator will be responsible for administering all Building Use Rental Contracts. The UUCGT Board decides which groups or individuals may use the building and how they are classified. Any variance from the Standard Rental Contract rates must be approved by the Board.

**Building Use Classifications**

**Basic Building Use:**

- Sunday services and related uses such as Vocal Ensemble rehearsals
- RE classes and programs; meetings of the congregation's committees, councils, and board; and member\* ceremonies such as member weddings, member memorial services, and member child dedications.

*There is no charge for Basic Building Use.*

\* A person must be a member of UUCGT for no less than 3 calendar months before he/she is eligible for member rental rates.

**Event / Performance Building Use:**

- All events not listed above under Basic Building Use.
- Rates apply to outside groups even though UUCGT members may also be members of the outside group that is renting the building.

*The current rates charged for Event / Performance Building Use are listed on the Standard Rental Contract.*

Rates charged are based on the following categories:

- Open rate - for-profit, non-member
- Non-profit - admission charged or collected (see #1 below)
- Non-profit - free admission (see #1 below)
- Member - private personal event (see #2 below)

1. Nonprofit: a nonprofit organization is one that exists for educational or charitable reasons, and from which its shareholders or trustees or individual members do not benefit financially. The Office Administrator may verify the nonprofit status of the renter before a rental contract is signed.
2. A member or UU Committee making a profit for an individual or individuals pays the regular rate.

### **Building Use Exceptions**

- Church sponsored not-for-profit groups organized by and containing a UUCGT member **may** be eligible for building use on a “donation basis” instead of being charged a user fee. No such group will be permitted to use the building “free of charge.” Decisions on such requests will be made by the Operations Committee.
- In cases where a proposed event does not fit a rate classification as outlined in the Standard Rental Contract rate charts, the Office Administrator shall discuss the matter with the Operations Committee, and take it to the Board for approval.