



Buildings and Grounds Use Policy

*We come together to deepen our lives
and be a force for healing in the world.*

– Mission Statement of the Unitarian Universalist Society

We use our facilities to enhance our mission. Specially, we seek to balance four types of building use:

- *Supporting the on-going life and programs of the congregation*
- *Spreading our values to the larger community*
- *Maintaining and improving the property for future generations*
- *Providing additional revenues for the congregation's work*

These policies provide guidance as to how to balance these four uses. Suggestions for improving them are always welcome. We recognize that no matter how carefully policies are constructed, their success depends on open communication, trust, good faith, fair process and mutual intent to support the best interests of all of us in the congregation.

1. Public Use

- 1.1 The UUSS Business Administrator is responsible for managing, renting, maintaining, repairing and scheduling use of UUSS building and grounds in accordance with UUSS guidelines and policies and all applicable state and local regulations. Rental to the general public is permitted for groups and uses aligned with UU principles. Preferential policies for non-profit groups and groups closely allied with our mission and principles are allowed.
- 1.2 The Business Administrator has latitude in determining public use rates, terms and conditions, and managing the facilities in a spirit of fairness, sustainability, and revenue generation.

2. UUSS Ministry and Groups Use

- 2.1 There will be no charge for facilities use for UUSS ministry (such as worship services) or by UUSS ministers or recognized UUSS groups who are carrying out the purposes and mission of the congregation. Recognized UUSS groups may include the Board of Trustees, the Program Council, committees, subcommittees, task forces, affiliated groups and Circles.
- 2.2 A gathering of UUSS members for an event, activity, class, etc. does not automatically make them a UUSS group.
- 2.3 Questions about the status of groups are resolved by the Board of Trustees, Program Council or ministerial staff.
- 2.4 For purposes of these policies, members and groups of the Sacramento Unitarian Universalist Community Church shall be treated as UUSS members and groups.

- 2.5 UUSS ministry and groups will be asked to use and care for facilities in accordance with the Covenant of Responsible Stewardship.
- 2.6 Priorities: Scheduling priorities will generally be observed in this order:
 - 2.6.1 Groups that have already been scheduled
 - 2.6.2 Ministry
 - 2.6.3 Governance, administration and operation
 - 2.6.4 Social activities

3. Outside Groups Use

3.1 Co-sponsorship

UUSS does not co-sponsor events with outside organizations. This is to say we do not offer free building use simply because an organization has values or principles similar to ours. The congregation does not have the resources to provide this kind of support to the many organizations that would like to use our facilities without charge.

3.2 Collaboration

Officially recognized groups within UUSS can invite outside groups and organizations to be part of their programs. The outside group need not be charged a fee provided that:

- 3.2.1 The UUSS group has an on-going program which would be enhanced by participation of the outside group.
- 3.2.2 The UUSS group is responding primarily to their on-going UUSS programmatic needs rather than responding primarily to an outside group's request for co-sponsorship.
- 3.2.3 The UUSS group will be in charge of the program and will be present.
- 3.2.4 There will be no fund raising for the outside organization unless UUSS also receives a reasonable percentage of the raised funds.

3.3 Denominational Groups

Denominational groups (such as the UUA and PCD) may use UUSS facilities at no charge when UUSS members are involved and connected. If a registration fee is charged for the event, an appropriate building use fee may be charged.

3.4 Major Impact

Whenever an outside group will have a major impact on UUSS facilities or custodial staff (such as using multiple rooms, grounds, or using the sanctuary during peak rental periods) the Business Administrator may request the inviting UUSS group to obtain approval from the Board of Trustees, Program Council or ministerial staff.

3.5 Other Outside Groups or Individuals Not Related to UUSS

Outside groups and individuals that are not involved with UUSS programs or not invited by a recognized UUSS group will be charged using appropriate Public Use rates. The proposed activity must be consistent with UUSS Principles and Values.

4. Member Use

- 4.1 Weddings of UUSS members in good standing, officiated by UUSS minister shall be charged 50% of the Public Use rate.
- 4.2 Private use of small rooms by UUSS members in good standing shall be charged 50% of the Public Use rate.

- 4.3 At ministerial discretion, member use charges may be reduced or waived.
- 4.4 Memorial service for UUSS members shall be offered without charge

Adopted by the Board of Trustees, September 2007