



Building Use Policy  
Red River Unitarian Universalist Church  
Board Approved 11/15/2011

So as to provide space for meetings and programs compatible with the ministry and purpose of this church and the wider Unitarian Universalist movement, Red River Unitarian Universalist Church institutes this policy to ensure that rental use of the buildings:

- does not unduly interfere with the regular programs of the church, its committees & members;
- promotes good stewardship of the building & its furnishings;
- and guards against building damage.

In keeping with the principles of our faith, the Red River Unitarian Universalist Church facilities are not available to groups that restrict its membership, program or activities, as for example, by race, sex, etc., unless that group can show that restrictions are directly related to the purposes of the organization; and that these purposes do not include the exploitation of any persons or groups. The Church facilities are not available to any outside group for commercial purposes; for example, activities by outside groups for fund raising, partisan political activity or any activity that violates the 501c- 3 church status.

### **PRIORITIES, LONG-TERM USE & CONFLICTS**

#### **Building Usage Procedures**

Requests for the use of the Church and its property must be submitted in writing to the Facilities Coordinator on the Application and Contract for Use of Facilities form. Space is available on a first-come, first-served basis.

The space requested is reserved after confirmation that there are no previous reservations for that space and upon receipt of the applicable room usage fees. If there is a conflict, another space may be reserved for you. Your receipt of a copy of the form is your confirmation of space reservation.

#### **Priority One Use:**

The Board of Trustees, church committees and other bodies of the Church, as well as affiliate Unitarian Universalist organizations, may use the buildings for their regular meetings, programs and events at no charge. A damage deposit may be required for higher risk situations.

#### **Priority Two Use:**

Church members and pledging friends may use the building at a reduced fee provided that they have been members for six months, or a pledging friend for no less than one year, prior to the request for space use. Special groups, such as 12-step programs, may request Second Priority status from the Facilities Coordinator. Some of the above uses may require a damage deposit as listed in the Application and Contract of Use of Facilities.

#### **Priority Three Use:**

Non-profit groups, organizations and individuals, whose purpose is compatible with the purpose of the church, may arrange for use of church space on a regular, continuing or single event basis with the approval of the Facilities Coordinator. An Agreement for Use of Church Space is required, and such Agreements will be made only with organizations (and for uses) which qualify for real property tax exemption under the laws of Texas. Application and Contract of Use of Facilities Fees apply.



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**Other Groups:**

It is not the policy to allow a partisan political group to use building space unless the purpose of the group is clearly within the stated purpose of the church. However, the building may be used for free and open, non-partisan discussions of political issues. For example, a neighborhood meeting to discuss new school construction would be allowed, but a precinct caucus for a political party would not; a debate between candidates would be allowed, but a rally for one candidate would not. If the Facilities Coordinator deems it advisable, such groups may be asked to seek sponsorship of an appropriate church committee. For example, a political issue discussion group may be referred to the Social & Earth Action Committee.

**Long Term Use Requests:**

Groups wishing to lease church space on a continuing long-term basis must receive prior approval of the Facilities Coordinator. Every effort must be made to ensure that this use of church space does not negatively impact church programs. Long term approval must be requested and renewed every six months.

**Conflicts:**

Once an event has been scheduled, it is "on the calendar" and will not be canceled by the church to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the Facilities Coordinator will notify both groups and find a workable solution.

**Non-Discrimination**

In keeping with Unitarian Universalist principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual orientation, or age. Groups using the church with participants younger than 18 must have a supervising adult present at all times.

**BUILDING USE RULES**

The following rules regarding use of space, safety, food, beverage, and cleanup apply to groups, church committees and church functions.

**A. Use of Space**

A group may use only the space assigned and specified per the signed usage contract.

- Use of the building is only for the specific hours in the usage contract.
- Groups must adhere to the start and end times listed in the usage contract. Failure to vacate the premises promptly will result in an additional charge and possible loss of meeting privileges in the future.
- When using an area of the Church, do not move any equipment from its normal location unless permission to do so has been requested and authorized in the usage contract. (for example, tables, bookcases, wall hangings, charts, art show flats, piano, pulpit). All approved equipment movement must be returned to its original position before you leave.
- No signs may be hung in the building except for use during your activity. All signs must be hung so that they do not damage walls or furnishings.
- Smoking is NOT permitted anywhere in the Church building.
- No sound or projection equipment may be used without approval at the time of application.



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- In advertising the use of Red River Unitarian Universalist Church facilities, no group may use the name of the Church unless permission has been obtained in advance from the Facilities Coordinator.
- Illegal drugs, firearms, weapons, or flammables are prohibited on Church property. The Church reserves the right to call the proper authorities if these policies are violated.
- Users of the Church facilities are requested to respect our neighbors' rights to privacy, and particularly noise levels in the evening. All evening events must conclude by 10:00 PM on week nights (Sunday through Thursday) and 11:00 PM on weekends (Friday and Saturday)
- Only authorized persons (those designated by the Facilities Coordinator) may have a key to the Church building. Security deposits will be held until all keys are returned.
- Any applications for overnight use must be approved by the Board of Trustees.
- Where required by law, groups must carry insurance and obtain any necessary permits.
- Any damage to the buildings or property must be reported immediately to the Facilities Coordinator. Groups will be held financially responsible for all damage.

**B. Safety**

- All building exterior doors must be kept locked at all times except in cases where your group has arranged to have greeters monitor these doors. All exterior doors must be close securely whenever anyone enters or exits the building.
- Before leaving the building at the conclusion of usage, all interior lights must be turned off, including restrooms. All exterior doors must be closed and locked by the authorized person from the group.
- Unattended open flames are strictly prohibited. All sources and uses of open flames must be attended to by at least one adult person at all times.
- Children must never be left alone or unattended anywhere within church buildings and grounds. Adequate adult supervision is required for any events involving children or youth.

**C. Food ~ Beverage ~ Clean-up**

- No refreshments will be served unless approved on the usage contract.
- If permitted, refreshments may be served only in the Adult Forum Room, Board Meeting Room, Library and Lobby, not in the Chapel. Do not use any of the food in the Kitchen – it belongs to another group. Kitchen utensils and silverware are not available unless approved in the usage contract.
- With the approval of the Facilities Coordinator, alcoholic beverages may be allowed and are subject to state law.
- It is the responsibility of the group using the facilities to make sure each room is properly cleaned, organized and returned to the same condition in which it was found.
- Use of the kitchen area requires all dishes used must be washed and put away, all equipment cleaned (stoves, coffee makers, sinks, etc) and all floors washed as necessary.

**Contractual Obligations:** Signature of the applicant on the application indicates acceptance of the above church procedures and building use rules.