

Unitarian Universalist Church of the Treasure Coast Building Usage Policy

1. Introduction

The Unitarian Universalist Church of the Treasure Coast members and friends come together as a congregation at 21 SE Central Parkway, Stuart, Florida. Although the building exists for worship and other church functions, it is not used continuously. During idle periods, building space may be made available to groups that further the collective ideals and principles of the church.

As owner, we are responsible for the building's day-to-day operation. This entails administrative and operating expenses associated with building usage. When the building is used for non-UU of the Treasure Coast functions, a fee must be paid to cover the underlying usage costs. The suggested fees are given in the [Schedule of Rental Fees](#). In addition to the fee in that chart, a fee for sexton or custodial services may apply if such services are provided by the UU Church of the Treasure Coast.

2. Policy and Administration

- 2.1. This policy is maintained by the Operations Team under the direction of the BOD.
- 2.2. This policy is administered by the Church Secretary. The Secretary will refer any policy issues to the Operations Team.
- 2.3. The Finance Committee will provide cost information to the Secretary and the Operations Team for the purpose of setting fees.

3. UU of the Treasure Coast Activities

There is no charge for the congregation functions and related activities. These are defined as follows:

- Meetings required to carry out our mission (e.g., team & committee meetings).
- Functions that promote our mission (e.g. Social Justice Team, etc).
- District related functions (members of UU of the Treasure Coast and other UU congregations gathering to carry on purposes and principles of the UUA).
- Functions co-sponsored by UU of the Treasure Coast and an outside organization.y.

4. Fees

- 4.1. For non-UU of the Treasure Coast functions, there is a two-tiered rate structure:
 - 4.1.1. General Rentals (including non-member weddings and private events for outside users). Custodial or sexton fee should be part of the contract.
 - 4.1.2. Non-profit groups who are qualified as registered 501(c) organizations will qualify for the non-profit rate.
- 4.2. Rates are based on 2,4, and 8- hour time blocks. Use longer than 8 hours will be charged additional fees.
- 4.3. Full payment must be received two weeks prior to event.

5. Deposits

- 5.1. Security Deposits are required.
- 5.2. A minimum deposit is \$50 or half of the rental fee, which ever is larger.
- 5.3. A deposit is needed to ensure reservation dates.
- 5.4. Deposits will be refunded if the building is left in expected condition.
- 5.5. Deposits are refundable with a two-week cancellation notice.

6. Building Use Agreement

- 6.1. Any group using the church facilities is required to sign the appropriate Facilities Use Agreement for usage of the building to be authorized.
- 6.2. Persons signing the Use Agreement must be at least 18 years of age.
- 6.3. The Church Secretary shall provide the appropriate Agreement and will be responsible for confirming that the Agreement has been signed, all payments made, and that all deposits or properly credited costs retained.

7. Special Building Usage

Long term rentals must be made in writing, directed to the chair of the Operations Team and will be negotiated on a case-by-case basis.