

Unitarian Universalist Church of the Treasure Coast Building Usage Policy

1. Introduction

The Unitarian Universalist Church of the Treasure Coast members and friends gather 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 reviewed and revised annually and listed in the [Schedule of Rental Fees](#). If custodial or sexton services are provided by the UU Church of the Treasure Coast, additional fees for this service may apply.

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 congregation functions and related activities defined as follows:

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

4. Fees

- 4.1. For non-UU of the Treasure Coast functions, there is a three-tiered rate structure:
 - 4.1.1. General Rentals (including non-member weddings and private events for external users). Custodial or sexton fee should be part of the contract.
 - 4.1.2. Non-profit groups who are qualified as registered 501c3 organizations will qualify for the non-profit rate.
 - 4.1.3. Non-profit community groups who are not qualified as registered as 501c3 organizations and who use the facilities for no more than 2 hours on a recurring basis will qualify for a further rate reduction.
- 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. For recurring events of no more than 2 hours for each event, community groups and non-profit organizations will pay weekly at the time of the event or monthly at the beginning of each month.

5. Deposits

- 5.1. Security Deposits are required.
- 5.2. A minimum deposit is \$50 or half of the rental fee, whichever 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 complete and sign the appropriate Facilities Use Agreement Form 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 Form 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 and/or Grounds Usage

Requests for long term rentals/license agreements must be made in writing, directed to the chair of the Operations Team, and will be negotiated on a case-by-case basis.