

First Unitarian Universalist Church of Berks County

Church Usage Policies and Procedures

Policy

It is within the principles and objectives of the First Unitarian Universalist Church of Berks County (“Church”) to provide the opportunity for community organizations and individuals with compatible objectives to use on a per diem or other approved period of time, space at the church. It is also the policy of the Board of Directors (“Board”) to permit usage to members of the church community for special events such as weddings, memorials, committee events, and other approved activities.

Procedures

1. In response to an inquiry about renting space, an applicant will receive a Building Use Application, the Rules and Regulations for Church Use, the Church Usage Policies and Procedures, the Church Usage and Hold Harmless Agreement, and the Categories of Use/Fee Schedule.
2. Applicant must complete and sign all of the above forms and submit them to the office at least one month prior to the date and time requested and at least two weeks prior to the next regularly scheduled Board meeting if Board approval is required.
3. The application will be approved by either the minister or the Board.
4. One-time use applications with or without a fee waiver request are subject to approval by the minister. Recurring rental requests are subject to approval by the Board. In the minister’s absence, an officer of the Board is authorized to approve a one-time use application.
5. Arrangements for the services of the church minister to perform rites of passage such as weddings, funerals, and other special events should be made with the minister prior to completing an application.
6. Once reviewed, the Office Administrator will schedule a gatekeeper for the event. If an approved gatekeeper is not available, the application may be rejected even if all other criteria are satisfactory. If this is the case, the organization or individual will be notified of the reason for rejection. In the case of member rentals, the member applicant may apply to also be the gatekeeper.
7. Individuals or organizations requesting a fee waiver need a church member sponsor to act as the person responsible for ensuring all policies are adhered to. This sponsor may or may not be the assigned gatekeeper. In cases where a different gatekeeper is needed, there may be a fee for this service even if the rental fee for the space is waived.
8. Individuals or organizations requesting a fee waiver may be required to have a representative present at the Board meeting and respond to any Board questions regarding the intent and usage request. The decision of the Board is final.

9. If no space is available, notification will take place within one week of the application being received. Applications needing approval from the minister and a gatekeeper will be notified of a decision within ten days of the application being received. Applications needing Board approval will be notified of a decision within one week following the regularly scheduled Board meeting.
10. Upon notification of acceptance, the approved applicant must pay a deposit and security fee as outlined in the "Categories of Use" schedule. The remaining rental fee payment must be received one week prior to the scheduled event.
11. Upon notification of acceptance, the approved applicant will be provided with a copy of the approved and signed application.
12. Rentals are on a first-come, first serve basis. Church members requesting space for approved functions will have priority over community-related requests that are submitted at the same time.

Adopted: 7/10/7

Revised: 1/18/11