

Building Use Policy

UUFM building, or rooms within the building, may be rented by members and non-members, for non-church functions as long as those functions are not inconsistent with UUFM mission and UU principles. Political parties or campaigns are not eligible to use or rent church facilities, though this policy does not preclude non-partisan sponsorship of political forums, as long as no side is excluded.

Rental fees and rules will be reviewed by the Executive Board at least every 5 years.

Rent may be waived for a non-profit organization whose mission is allied with that of UUFM, under the following circumstances:

1. Rental waiver is approved by the minister, or in their absence, by the Chair of the Executive Board.
2. Space and time is available and building usage will not detract from regular UUFM functions.
3. The event is open to UUFM members.
4. A UUFM member is committed to being on-site throughout the event and will serve as contact for the non-profit organization.
5. A building rental agreement is completed and on file with the Office Administrator. This acknowledges receipt of rental rules.
6. If the event is a fundraiser for the organization, rent cannot be waived, though a percentage of funds raised may be negotiated in lieu of rent.

UNITARIAN UNIVERSALIST FELLOWSHIP OF MANHATTAN
BUILDING RENTAL AGREEMENT

(Revised May 2010)

The Unitarian Universalist Fellowship of Manhattan (UUFM) makes its facilities available on a fee basis to members and non-members. Use of the building is subject to the following rules:

2. Rental date and time must be approved by the Fellowship Administrator.
3. Permission must be obtained from UUFM in order to serve alcoholic beverages.
4. No red wine or colored beverages which might cause stains may be served in carpeted areas.
5. Firearms, illegal drugs or substances, and/or other hazardous materials may not be brought on to Fellowship property.
6. All UUFM property shall be protected from damage or loss and returned to its original location and condition prior to leaving the premises. All trash, garbage, and any other discarded material must be removed from the building and placed in trash cans outside the building.
7. Nothing may be attached to the walls.
8. Renters will be responsible for any and all damages, liabilities, and litigations as a result of their use of UUFM property. UUFM is not responsible for accidents, injuries, thefts, or other losses to any individual or organization.
9. A \$100 security deposit will be given to UUFM's representative prior to use of the building or issuance of a building key.
10. Renters will not imply any sponsorship by, or association with, UUFM in public or private news releases, advertisements, promotions, etc.
11. No activities or individuals will be permitted on UUFM property between 12 am and 6 am local time, without specific permission from UUFM.
12. Renters will wash and put away any dishes or kitchen equipment used.
13. Renters will lock all doors and windows when leaving and return thermostats to original level.
14. Renters will report any problems or irregularities to UUFM.