

First Unitarian Universalist Society of Albany

BUILDING USE POLICY

Approved March 21, 2013

PURPOSE

Consistent with its mission, the First Unitarian Universalist Society of Albany (FUUSA) encourages organizations and individuals engaged in non-commercial or educational activities to use its facilities (this excludes purely fund-raising endeavors for profit-making entities). This Policy seeks to promote community access to welcoming, affordable facilities, while achieving the following objectives:

1. Preserve the condition of these facilities for future use;
2. Maintain FUUSA's reputation for providing desirable facilities for renters who are respectful of the Society, its neighbors and the wider community.
3. Provide sufficient revenues to cover the cost of renting the facilities

POLICY REVISION

This Policy and all subsequent changes, including *Rental Fee Schedule* and *Rental Restrictions*, shall be approved by the Board of Trustees upon the recommendation of the Building Use Committee.

COMMITTEE MEMBERSHIP

The membership of the Committee shall consist of the Chairperson of the Building and Grounds Committee, the Office Administrator, the Rental Agent, a member of the Social Responsibilities Council (SRC) and such other members of the Society as the Committee shall select. The Committee shall elect its Chair.

CONDITIONS OF USE

Use of facilities shall be in accordance with the conditions detailed in the *RENTAL RESTRICTIONS* and *RENTAL FEE SCHEDULE* documents.

Exception to these conditions can be made in any of the following circumstances:

1. An individual or group may submit a proposal to the chairperson of the Building Use Committee with specific variations from this policy. Any such variations shall require the approval of the Building Use Committee.
2. Up to fifteen (15) times during a FUUSA fiscal year the Social Responsibilities Council (SRC) may substantially reduce or completely eliminate scheduled rental fees for an event using one or more of the large spaces or for the periodic use of classroom space by a single renter. Such events require the formal sponsorship of the SRC. Sponsorship entails SRC's responsibility for hosting, door security and management, set-up, break down and clean-up. These tasks may be done by SRC members or by the renters themselves, but SRC has the final responsibility to see that all rental requirements are met. The SRC must insure that the sponsored renter completes a *RENTAL APPLICATION* and provides the Office Administrator with their set-up requirements.
3. In order to maximize revenue during slack rental periods or to promote ongoing rentals, reductions from the *RENTAL FEE SCHEDULE* can be made at the discretion of the Rental Agent or Administrator, so long as these rentals do not conflict with FUUSA programs or previously committed rentals and are not reduced below the probable costs involved in such rentals. Such rentals must comply with all rental restrictions.
4. The renter is on FUUSA's *EXPERIENCED RENTERS LIST* (maintained by the Office Administrator) by virtue of their having established a history of responsible rentals as determined by the Building Use Committee.

Violation of this policy or use which endangers the facilities or persons using the premises or harms the Society or its neighbors shall be cause for termination of the right to use the facilities, forfeiture of any security deposit and other possible action as determined by the Board of Trustees upon recommendation of the Building Use Committee.

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