

**UNITARIAN UNIVERSALIST CONGREGATION OF DULUTH**  
**BUILDING USE POLICY**  
**DRAFT V2**  
**February 2008**

**Vision** - *We will be a beacon of progressive religion in our region, inspiring positive change in the world.*

**Mission** - *Caring for one another, growing spiritually, and working for justice.*

**Principles** - *We, a member congregation of the Unitarian Universalist Association, covenant to affirm and promote:*

- *The inherent worth and dignity of every person.*
- *Justice, equity and compassion in human relations.*
- *Acceptance of one another and encouragement to spiritual growth in our congregations.*
- *A free and responsible search for truth and meaning.*
- *The right of conscience and the use of the democratic process within our congregations and in society at large.*
- *The goal of world community with peace, liberty, and justice for all.*
- *Respect for the interdependent web of all existence of which we are a part.*

The primary purpose of 835 W. College St. is for use by the congregation and to promote its Vision and Mission and its Principles in the world. As noted below congregational use of the building is given first priority. The various spaces in the building are also rented to individuals and outside groups. The congregational administrator applies the rental policies on a day-to-day basis.

1. The Building Advisory Group, consisting of the congregational administrator, two congregational members appointed by the board, and the custodian (when employed half-time or more), meets when required and has three purposes:

1. Develop, review and revise rental procedures and rates subject to board approval
2. Provide assistance and/or advice to the congregational administrator regarding rental policy and procedures
3. Periodically reviews and adjusts the rental use schedule, especially recurring, ongoing and long-term rentals, as needed
4. Mediate rental disputes.

2. Congregational committees, councils, and programs use rooms for meetings and programs free of charge.

3. Members, active congregational contributors and their immediate family may use the building free of rent after one year of membership or active congregational contribution

for child dedications, marriages/unions, and funerals. The decision of the Building Advisory Group shall prevail.

4. Supported External Groups may receive discounted or free rental subject to approval of the Building Advisory Group. Such groups will provide the congregational administrator with a document that defines the group's purpose, goals, or philosophy is consistent with the Vision & Mission and Purposes of UUCD. [Recommend the Social Responsibility Council develop a Working Paper for "Privileges for Social Action Groups and Projects to provide more specific guidelines.] The decision of the Building Advisory Group will be final.

5. Individuals and outside groups may apply for use of the building.

6. As far as possible, room use will be prioritized as follows:

1. Reserved use by congregational entities
2. Rentals to supported external groups
3. Rentals to individuals and outside groups as a revenue source
4. As outreach by community groups

7. In practice, rentals are made on a first come, first served basis. Once a room has been rented to an outside individual or group, a congregational entity will not have access to the space.

8. Booking of space must be made as far in advance as possible. Internal groups and individuals shall contact the congregational administrator by telephone, email or put the request in her mailbox. Outside individuals or groups complete the *Building Use Application* and deliver it to the Congregational Administrator.

9. No bookings will normally be made for Saturday evening events past midnight, due to the need to clean and close up the building late in preparation for service the next morning.

10. Furnishings, fixtures, equipment and supplies rental and/or usage may be negotiated by the Building Advisory Group.

11. At the discretion of the congregational administrator, any *Building Use Application* may require approval of the Board of Trustees.

12. In extreme circumstances, both congregational events and events organized by individuals or external groups may be cancelled by the congregational administrator, with notice.

13. Users will be billed for repairs caused by damage from their use of the building. Payment must be received within 15 days of billing. Future use by users who have caused what appears to be irresponsible damage will be denied.

14. The *Building Use Application, Rental Costs Schedule, Equipment Usage Agreement and other pertinent rental documents* for each building user shall be retained by the congregational administrator.

15. Recurring, ongoing, and long-term rental agreements will be approved by the Building Advisory Group and reviewed by the Building Advisory Group at least annually. It is recognized that such long-term rentals may prevent congregational use.

16. Rental charges for use of the building will be as specified in the current *Rental Costs Schedule*. These charges will be reviewed and adjusted as necessary by the Building Advisory Group as appropriate and reviewed annually by the board.

Unitarian Universalist Congregation of Duluth is a  
Green Sanctuary and a  
Welcoming Congregation!