

Building Use Policy & Procedures for UUFH Committees-February 2026-FINAL

All requests for building usage, whether a rental, a UUFH committee, a Services Auction event, etc., must go through the Office Director before they become official UUFH events. *However, UUFH Committee-sponsored requests must come from the chairperson of the sponsoring committee. Subcommittee and Team chairs must go to their chair (after they've discussed the checklist of requirements below), who will in turn contact the Office Director.* Once all the steps are met, the Office Director will add the event to the calendar and issue an UUFH contract where applicable and request a Certificate of Insurance (COI) as required by our insurance policy. The event is also cleared through the Building Use Coordinator.

All committee chairs need to know the process if they want to use UUFH space for their events, sponsor events with outside groups, or offer our space to outside groups that our committees aren't involved in. The procedure depends on the requests and is outlined below.

1. **Committee Meetings**—For in-person meetings at the UUFH, speak with the Office Director for availability to make sure there's no calendar or space conflict. (Zoom meetings are also an option and a link can be shared if available.)
2. **Rentals**—Rentals require a signed contract that details the payment, the necessity to provide insurance, and the payment for a site supervisor. Note that we require that any group requesting rental space obtain insurance to cover the event. The insurance is a safeguard to ensure that UUFH is not liable for any damages to persons or property. **(Note exceptions in the Specific Building Use Types & Steps section below.)** These include:
 - **Outside (Third-Party) Rentals:** Weddings, memorials, parties, non-profit events, and other events, require a contract, payment, insurance certificate and a designated UUFH site supervisor.
 - **UUFH Member Rentals:** Weddings, parties and other private events for members require a contract, payment with a 66% discount, insurance certificate, and site supervisor. (A UUFH member can volunteer as a site supervisor).
3. **Use of the Building for Committee Activities or to Host Outside Speakers/ Organizations**—As a congregation, we want our space to be accessible to outside organizations that share our UU principles and offer programming that meets our UU values. This is also one of the ways they can learn more about Unitarian Universalism, and specifically about the UUFH as our doors are always open to potential new members.

But we also have to adhere to the requirements of our insurance carrier, while caring for our building usage. In general, non-profits that are not sponsored by a UUFH committee are still required to pay the discounted rental fee and provide insurance. They also need to pay for site supervisors. (This is true even if they are recommended by a UUFH member or a committee.)

Specific Building Use Types & Steps—The typical building use requests in this category are:

A) Building Use by UUFH Committees, Subcommittees and Teams:

This includes committee-related activities being held at UUFH (like a presentation after a service or a project), which might include outside participants.

- The Committee, Subcommittee or Team needs to write a proposal outlining how the non-profit-sponsored event supports the Fellowship congregation, the community, and/or aligns with UU values. Then they need to check with their Committee chair for approval. The chair will contact the Office Director for UUFH space availability and to discuss technology or other needs for the meeting or event. The Office Director will coordinate with the tech supervisors regarding availability.
- The rental cost and rental insurance is waived for all UUFH Committee, Subcommittee and Team events. Committee, Subcommittee and Team members can volunteer to be site supervisors.
- Committee chairs must submit a signed checklist to the Office Director.

B) Event Sponsored by a UUFH Committee:

This occurs when a committee requests the use of the building for a particular group. A rental sponsored by a UUFH committee would be covered under our insurance. This would be a renter known to UUFH who is having an event in line with our principles. (Like H2Empower, the African-American Museum, NAACP). However, in addition to making sure this has first been cleared with your Committee chair and then the Office Director, note that all sponsored events must include:

- The Committee, Subcommittee or Team needs to write a proposal outlining how the non-profit-sponsored event supports the Fellowship congregation, the community, and/or aligns with the UU values. It should first be cleared with the Committee chair, then submitted to the Office Director and Building Use Coordinator.
- The UUFH logo and name must be added to ALL materials, including flyers, social media and press releases (though be sure they get your Team chair's approval of the printed materials to check for typos, etc.).
- Committee members may volunteer to be site supervisors, but it's not always appropriate to do so. Site supervisors are tasked with opening and closing the building (doors, lights, etc.) and ensuring that all equipment (tables, chairs, garbage, etc.) is returned to the proper place. They act as a resource for renters

with questions during the event and ensure that the building is being used properly.

- A tech supervisor is required for microphones and support attaching the main hall screen to a laptop, but this is based solely on their availability as it's a volunteer position.
- Committee chairs must submit a signed checklist to the Office Director.

C) An Outside Group Event:

Because our Committee members are known to outside organizations and non-profits, they may get requests to use our space. Contact the Committee chair who will then reach out to the Office Director. A group or individual who is referred by a UUFH member and who requests space for an event in line with our principles may rent for a 25% discount. This also requires insurance and a site supervisor.

D) Other Circumstances:

At times a community service group will request space for an informal gathering. When such a rental is proposed, the Building Use Committee has asked the Board for approval to waive the insurance cost and the rental cost. Church Mutual, our insurance carrier, will cover specific community service activities that wish to use our premises. These community service groups may be small groups that request a one-time or recurring use of the building and/or grounds, like Boy and Girl Scouts, AA, choirs, and a dozen more. It doesn't include organizations that present a higher incidence of injury, like exercise clubs and shelters. Please consult with the Office Director to determine where the group fits into our insurance plan, if at all. Church Mutual has provided a letter to the UUFH outlining the specific community groups where the rental insurance can be waived.

In all cases, UUFH Committee-sponsored requests must come from the chairperson of the sponsoring committee. Subcommittee and Team chairs must go to their chair (after they've discussed all the requirements listed here and in the checklist), who will in turn contact the Office Director.

NOTE: Tech Availability: Rentals can bring in their own technology and sound equipment to use in the main hall and social hall. All participants should be directed to use their own laptop with the main hall screen. The UUFH will only provide microphones—which will require a tech supervisor—if the tech supervisor is available.

Using these guidelines, the Building Use Committee will be empowered to make decisions regarding these requests without UUFH Board approval. If at any time they would like the Board to weigh in, they will contact the President to further discuss it. Also, this is a living document that may change as needed.

See Attached Checklist

CHECKLIST FOR ALL COMMITTEE-RELATED RENTALS

- Has the event been confirmed with the Committee chair that it can take place at the UUFH?
- Has the Subcommittee or Team chair submitted a written proposal outlining how the non-profit-sponsored event supports the Fellowship congregation, the community, and/or aligns with the UU values. It should first be cleared with the Committee chair, then submitted to the Office Director and Building Use Coordinator.
- Has the Committee chair confirmed with the Office Director that the calendar is clear?
- Have the Office Director and Committee chair confirmed the level of space rental the event falls under, like the Social Hall or Main Hall?
- Have the parties gotten the necessary Certificate of Insurance (COI) and/or signed the rental agreement?
- Has a site supervisor been designated? Do they have the list of what duties that entails?
 - For sponsored Committee events, committee members could volunteer to be site supervisors.
 - For rental events, a site supervisor is designated by the Office Director and Building Use Supervisor.
- Have you made your tech needs clear and have a backup plan if our tech supervisors aren't available?
 - Rentals can bring in their own technology and sound equipment to use in the main hall and social hall.
 - All participants should be directed to use their own laptop with the main hall screen.
 - The UUFH will only provide microphones, which will require a tech supervisor, if tech supervisor is available.
- If UUFH is sponsoring the event, has the Committee, Subcommittee or Team chair or UUFH member requested our logo from the Office Director and then confirmed with the organization that the committee or UUFH member have approved all materials, including flyers, social media and press releases?
- Sign, date and return this checklist to the Committee chair.

Signed by _____ *Date* _____