

**Space Use Policy Guidelines**  
**Unitarian Church of Montpelier**  
**Revision Adopted 7/1/2013**

Use of the Unitarian Church of Montpelier's physical building for other than church-sponsored events/activities has a twofold purpose: (1) to support upkeep of the building by charging appropriate fees for use of the space; and (2) to provide affordable and, in some cases, free space for groups and individuals whose goals and/or activities are compatible with UU principles. Such use is encouraged as long as it does not conflict with church-sponsored events/activities, and is consistent with responsible stewardship of the building.

"Public" users (those who do not qualify for the 50% discount described in the next paragraph) will normally be asked to pay the full market value of their use of our space, according to the attached fee schedule, which will be reviewed at least once every five years.

Individuals and groups associated with and/or sponsored by an active church member (per the definition of active member in the Bylaws), or a church staff member, will normally be asked to pay 50% of the "public" rates.

Start-up groups and/or parties without means to pay even the 50% rate may be given further reductions and, in some cases, free use of space, as negotiated by the Church Administrator, subject to occasional review and final decision by the Executive Team (ET). The Church Administrator has day-to-day authority and discretion in these matters. He/She may seek advice and assistance from any appropriate entity (e.g. church officers, committees, other staff members, etc.). When the prospective user is a musician or music group that barter services to the church, the Administrator will consult with the Music Director. Barter arrangements with musicians must be mutually agreed upon by both the Administrator and the Music Director, and written into the user's contract. If the Music Director is not available, or if there is disagreement about how much to charge a music group, the Music Committee or, ultimately, the Chair of the Worship & Arts Committee, will determine the rate.

The Church Administrator will track all paid and unpaid use of church facilities via a spreadsheet or other appropriate written means, and will report same to the Executive Team in conjunction with regularly scheduled Administration Committee reports (or more often if requested). In the event the ET disagrees with any arrangements negotiated by the Church Administrator, it may issue additional guidelines to assist the Administrator with subsequent negotiations. However, if a contract has already been signed with the party using the facilities, the contract will be honored as is until it expires. Copies of all tracking documents (spreadsheets, calendars, and/or reports) will be kept on file for at least two years.

Factors that may affect the Administrator's decision to go below the 50% rate include the following. (Although the word "group" is used, the same factors may apply to individuals.)

- The group is sponsored by the Church as part of its community outreach work.
- The group agrees to barter in-kind services to the church. (Examples: Soup Kitchen, some musicians.)
- The group has no budget and/or no means of support.

Whenever possible, building use fees should be paid prior to the scheduled event. In addition to these fees, and even if no fee is charged, a security deposit will be required of all users, except that the Administrator may waive the security deposit for recurring users with a proven reliability record. The security deposit must be received before the scheduled event. If the user violates the conditions of building use, their security deposit may be forfeited and/or they may be denied further use of the building in future. A contract (“Building Use Agreement”) will be signed by all users of the building, whether paid or unpaid. (When the group’s contact person changes, the agreement should be updated.) New users will be given instructions as to their responsibilities regarding care and upkeep of the building. The instruction will consist of at least a written checklist, and preferably also an in-person demonstration whenever possible. The instruction will include: (a) if applicable, an explanation of the particular user’s cleaning responsibilities (including where cleaning materials are located); (b) the location where the checklist and key are to be turned in; and (c) notification to the user that occasional spot checks will be made by church personnel.

Church property may not be borrowed for use off-premises without explicit permission from the Executive Team. Use of church property on-site is at the discretion of the Administrator (e.g. projectors, sound system), or in some cases the Music Director (e.g. organ, sanctuary piano).

Other relevant documents:

Space Use Request form

Building Use Agreement form

Information Sheet for Users

Checklist for Users