

# **Unitarian Universalist Fellowship of Galveston County**

## **Building Use Guidelines**

1. The Board of Directors must approve all use of the UUFGC building. Requests for use of the building should be directed to the Board President in writing and need to be submitted no later than the first day of the month in which the event will be held. Requests may be submitted earlier.
2. Unless other arrangements are made with and approved by the UUFGC Board, a charge of \$75 will be made for all events lasting up to four hours. Daylong events (lasting more than four hours) will be charged \$100. In addition, a refundable \$50 deposit will be required.
3. Members of the fellowship may rent the building for \$50 for an event up to four hours and \$75 for daylong events. The refundable deposit will be required.
4. Members of the UUFGC will be allowed to schedule "Rite of Passage" events at the fellowship building at no charge (although a donation to the fellowship would be gratefully accepted). These events would include weddings and memorial services. Requests to schedule these events must go through the Board President and the refundable deposit will apply.
5. Each rental of the UUFGC building will require an individual to sign a letter of understanding and assume responsibility for checking out a building key, maintaining building security before, during and after the event, and returning the key to the issuing agent. Loss of a building key will result in a charge to replace the key..
6. If no additional cleaning of the building is required after the rental, the deposit will be refunded when the building key is returned. It is also expected that the sanctuary will be put back in order for services with chairs replaced.
7. The Board of Directors has the power to waive or alter these fees at its discretion.
8. The UUFGC will not be held responsible for injuries occurring at events it does not sponsor.
9. In all occasions when the building is used for non-UUFGC functions, all advertising and publicity must clearly indicate that the event is being held at the fellowship building. The UUFGC requests that all advertising for events taking place at the fellowship building be reviewed by the Board of Trustees before circulation. Care must be taken not to suggest or imply that the event is sponsored or endorsed by the UUFGC unless sponsorship is approved by the Board of Directors.

[there is a summary table of events and costs ó copy attached ó for consideration by the Finance Committee] .