

FACILITIES USE PRIORITY POLICY

It is the policy of UUFDF that the facilities be available for meetings and programs that fall within the ministry, mission and purpose of the Fellowship as expressed in its Mission Statement and the UUA Principles and Purposes. It is also within UUFDF policies to allow unaffiliated organizations whose objectives are compatible with our own to request the use of the space. The Board of Trustees may appoint a single individual or group to function on its behalf in the implementation of these policies.

For the purposes of reserving space, there are two considerations: the priority of the group as listed below and the date the meeting(s) or program(s) were scheduled on the calendar. For example: if a Fourth priority group scheduled a wedding in the sanctuary or Bowman Hall and it was on the calendar six months prior to the use date, this would take priority over a First priority (or any other) group's request for the same time and space at a later date. Meetings and programs can be scheduled up to one year in advance.

FIRST PRIORITY GROUP USE

Committees and groups under the coordination of the UUFDF Board of Trustees, as well as denominational affiliate (including but not limited to district-level) organizations, or groups of which the UUFDF is a formal member, may use the building for their regular and special meetings, programs, and events with no fee and no damage deposit.

SECOND PRIORITY GROUP USE

UUFDF members and pledging friends may use the building without charge for regular or single use *free* meetings or programs that are clearly within the mission and purposes of the Fellowship, provided that they have been members for six months prior to the request for space use, or have been pledging supporters or regularly contributing supporters for the previous twelve months. A refundable damage deposit will be required.

THIRD PRIORITY GROUP USE

UUFDF members and pledging friends may use the building for standard rental rates for regular or single use *fee-based* meetings or programs, provided that they have been members for six months prior to the request for space use, or pledging supporters or regularly contributing supporters for the previous twelve months. A refundable damage deposit will be required.

FOURTH PRIORITY GROUP USE

Groups not affiliated with UUFDF may request use of UUFDF facilities on a regular or single event basis with a UUFDF member sponsor. Among fourth priority groups, non-profit entities will generally be accorded priority over for-profit ones. All facility use fees apply. The occasional use of Bowman Hall or the Sanctuary shall be exempt from rental fees by the following non-profit organizations: American Assn of University Women (AAUW), League of Women Voters, Habitat for Humanity of La Plata, Southern Ute Community Action Program (SUCAP) and Parents & Friends of Lesbians and Gays (PFLAG). The use of kitchen, audio/visual equipment and the piano are not included. Set-up, tear down, cleaning and audiovisual equipment use fees may apply. The organization must agree to all other rental agreements

and procedures. The list of exempt organizations may be changed by an update to this policy at the discretion of the Board of Directors.

OTHER GROUPS

It is not the policy of UUFD to allow a partisan political group to use building space unless the purpose of the group is clearly within the stated purposes of the congregation. However, the facilities may be used for free and open, non-partisan discussions of political issues. Examples: a neighborhood meeting to discuss a planning project would be allowed; a debate between candidates would be allowed; a rally for one candidate would not be allowed.

Precinct caucuses, although partisan, are the grass roots of the democratic process. They are activities of non-profit organizations, namely political parties. Caucuses of political parties may be held in the facilities subject to other policies enumerated herein. Attempts to exclude any particular political party from holding caucus in the facilities violate this policy.

LONG TERM REQUESTS FOR THIRD AND FOURTH PRIORITY GROUPS

Groups wishing to lease facility space on a continuing long-term basis (more than four weeks) must receive prior approval of the Board of Trustees or its assign.

EVENT SCHEDULING

Notwithstanding the above priority order, any member who is scheduling a new event shall endeavor not to displace or disturb a previously scheduled event. If the member who is trying to schedule the new event prefers all or any part of a time and location that is already scheduled, it is the obligation of this member to contact the member who scheduled the previous event and negotiate a compromise suitable to both scheduling members. If reasonable accommodation cannot be reached between the parties, the President of the Board shall mediate the scheduling dispute, and the President's decision shall be final.

NON-DISCRIMINATION

In keeping with Unitarian Universalist principles, no individual or group will be denied use of space on the basis of religion, race, sex, national origin, disability, familial status, sexual orientation, sexual/gender identity, age, or public assistance status. All Renters are expected to likewise comply.