

Green Bay Area Unitarian Universalist Fellowship (GBAUUF)

FACILITIES USE PRIORITY POLICY

Effective March 2020

It is the policy of GBAUUF that the facilities be prioritized 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 GBAUUF policies to allow unaffiliated organizations whose objectives are compatible with our own or members of our Fellowship to request the use of the space.

Deposits, usage fees and/or other costs associate with rental vary by need or group. GBAUUF members are eligible for a 25% discount for fees associated with Third Priority Usage Requests.

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:

1. The priority of the group as listed below; and
2. The date the meeting(s) or program(s) scheduled on the calendar.
For example: if a Third priority group scheduled a wedding 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 that fall under the coordination of the GBAUUF Board of Trustees and/or groups of which GBAUUF is a formal member, may use the building for their regular and special meetings, programs, and events with no fee and no damage deposit.

Examples of this category include, but are not limited to, Committee meetings, Adult Enrichment classes, musician rehearsals, UUA webinars, GBAUUF fundraisers, JOSHUA and WUUSAN.

SECOND PRIORITY GROUP USE

GBAUUF members may use the building without charge for regular or single use 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. Second Priority Group Use requires a

sponsoring GBAUUF member. No damage deposit is required. A free-will building usage donation would be gratefully accepted.

Examples of this category include, but are not limited to the ManKind Project/Men's I-Group, Woman Within and community blood drives.

THIRD PRIORITY GROUP USE

The building is available for use by GBAUUF members and the general public. Members may use the building for a 25% reduced rental rate for regular or single use fee-based meetings or activities, provided that they have been members and financial contributors for six months prior to the request for space use. Non-profit entities will generally be accorded priority over for-profit ones.

All facility use fees apply. The use of audio/visual equipment and the piano are not included. Set-up, tear down and cleaning fees may apply. The sponsoring member or organization must agree to all other rental agreements and procedures. A refundable damage deposit will be required for all events and activities.

Examples of this category include, but are not limited to member and non-member weddings, funerals, family reunions, a location for a member's unaffiliated GBAUUF meeting needs, social groups such as the Italian Club Musicale, and any outside business or organization looking to rent space for a program or event on a temporary basis.

OTHER GROUPS

It is not the policy of GBAUUF 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.

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 office manager shall mediate the scheduling dispute. If the accommodation can still not be remedied, the President of the Board will be asked to render the decision 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.

Approved by GBAUUF Board of Trustees February 10, 2020