

University Baptist Church
Policies, Procedures and Guidelines Manual

Processing Building Use Requests For Outside Groups

Introduction

UBC programs and functions will be given priority for the use of our facilities. When our needs have been met, our building may be rented to groups and individuals which meet the standards set forth in our Building Use Guidelines.

When our building is used by outside groups the following steps shall be followed and applied consistently:

A. Requests/inquiries for the use of UBC facilities

1. Will be directed to the church office
2. The designated church office staff member will:
 - a) Receive the request
 - b) Take down the appropriate request information from the individual
 - c) Respond to general questions, etc.

B. Requests for events

1. Events must not conflict with scheduled church events
2. Events must meet the written guidelines specific to space used or type of event
3. Event requests will be discussed at staff meetings
4. Decisions will be made regarding:
 - a) Approval/denial of request
 - b) Fees, if approved
 - c) Assignment by the senior minister of a staff member to work with the requestor regarding operational details such as:
 - i. A building representative
 - ii. Completion of agreement forms
 - iii. Training and certification of the building representative, if applicable
 - iv. Follow up with the requestor
 - v. Ensuring the event is recorded on the church calendar, etc.
 - vi. Parking, building access, and any other needs as specified in the completed Building Use Form or event agreement.
 - d) Staff shall inform the Custodian or other individuals of setup or cleanup needs.

C. Building Agreement and Application

1. When building agreements are reached and the application moves forward, a "Building Use Form" will be completed and signed by the church and the applicant.

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- a) A copy will be given to the applicant and the original kept in the church office in accordance with Records Retention Schedule No. A310i
- D. Denial of event requests will be conveyed to the requestor by the person who initially received the request.
- E. Building rental fee schedule
- 1. Will be updated every three years (e.g. a UVA choral group rehearsing without fees in exchange for a “performance” at UBC)
 - 2. Will reflect the operating cost of our facilities and be competitive with other churches in our area
 - 3. Will allow for circumstances in which fees may be waived
 - a) Those circumstances should be an exception and not the norm
 - b) ‘In Kind’ services are encouraged for relationships we wish to build (e.g. a UVA choral group rehearsing without fees in exchange for a performance at UBC)
 - c) Discounted fees may also be considered for events in which a UBC member is a sponsor.
- F. Repetitive events
- 1. When agreements are reached for repetitive events, the minister assigned will determine whether a building representative is needed and determine the competency of the individual to serve as the building representative, etc.
- G. Long term agreements
- 1. Long-term agreements are discouraged. However, when such agreements are agreed to by staff they should be reviewed at staff meeting every three months to determine the following:
 - a) That the group(s) is complying with UBC guidelines,
 - b) Whether we wish to continue the relationship, and
 - c) That any fees charged for building use are adequate to the needs of UBC
- H. Lay Communication
- 1. Minister(s) shall inform Church Council at regular council meetings of recent requests which have been approved or denied.
 - 2. Long-term agreements should be discussed with Church Council or other appropriate groups prior to implementation.