

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 by the full staff regarding:
 - a) Approval/denial of request
 - b) Fees, if approved
 - c) Assignment by the senior minister of a staff member to work with the applicant 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 applicant
 - 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.

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C. Building Agreement and Application

1. When building agreements are reached and the application moves forward, a Building Use Form for the corresponding facility area to be used will be completed and signed by the church and the applicant.
 - 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
2. The senior minister will designate a staff member to serve as the liaison with the group to facilitate communications, address and resolve problems, etc.

D. Denial of event requests will be conveyed to the applicant by the person who initially received the request.

E. Building rental fee schedule

1. Schedule will be updated every three (3) years
2. Schedule will reflect the operating cost of our facilities and be competitive with other churches in our area
3. Schedule 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. Repeat (Ongoing) Events

1. When agreements are reached for repeat (ongoing) events, the minister assigned will determine if 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) The group(s) is complying with UBC guidelines,
 - b) Whether or not we wish to continue the relationship, and
 - c) Any fees charged for building use are adequate to the needs of UBC

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2. Staff will determine which of three categories best reflects the status of the group requesting a long- term lease:
 - a) **Category 1: Outside nonprofit groups** only with no formal affiliation with UBC and where no affiliation is intended.
 - i) A 25 % discount of our standard one-time use fee per hour, with a signed agreement of use specific to the group and the facilities to be used.
 - b) **Category 2: Outside ministry groups** whose mission/ministry complements UBC's mission/ministry.
 - i) A flat fee, according to group's size, ability to pay, and facility use, with a signed agreement of use specific to group and facilities to be used.
 - c) **Category 3: Start-up ministry groups** sponsored as intentional mission/ministry of UBC, with intent they become autonomous and self-supporting financially.
 - i) This would include sponsor-funded start up (e.g., free use of facilities, financial support from UBC and/or outside sponsor such as local or state Baptist group), with signed agreement of use specific to group and facilities to be used, and bench-mark dates for group's progress toward self-support and autonomy.

H. Staff-related Events

1. Recognizing the importance of staff support and discretion, staff and spouses may use our facilities without charge when they are physically present. This includes such activities such as organ and voice lessons, recitals, meetings which they initiate or in which they participate.

I. 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.
3. Update Church Council **annually** regarding charges vs actual income.