

INSTRUCTIONS FOR REQUESTING BUILDING SPACE

Check the UUFB calendar to see if the time and dates you want are available:

<https://uufbozeman.org/events-page>

- 1) **Read** the UUFB Building Use Guidelines, see below
- 2) **Complete** pages 1 and 2 of the *Building Use Request* or *Building Rental Request*
- 3) **Send** to UUFB, 325 N. 25th Avenue, Bozeman, MT 59718 or email to admin@uufbozeman.org
- 4) **Wait for contact:** After your request is received you will be contacted to discuss guidelines for usage and to complete the Building Use Agreement.
- 5.) **Send** deposit and certificate of insurance, if required, to the Office Administrator

When the Usage or Rental Agreement is signed, the dates will be placed on the calendar by the Office Administrator

Building Use Guidelines

UUFB Priority Use Definitions

The demand for our building may exceed its availability, so we have set priorities for use of our building. Our highest priority is to accommodate UUFB activities. Space will be made available based on the priorities listed below. We will use these priorities for determining whether the demand exceeds availability and what requests shall be given priority in order to accommodate as many requests as possible based on the Building Use Purpose and the UUFB mission.

Priority 1: UUFB Activities and Events – *Building Use Request* is not required

1. Includes programs or events sponsored/presented by UUFB committees, task forces, the Minister and the Board
2. Must be scheduled
3. Contact the Office Administrator to schedule

Priority 2: UUFB-related groups – *Building Use Request* form is required; Donations will be encouraged. Donation amounts will be suggested by the Building Use Committee Chair.

1. Groups whose request is made by a participant who is also a UUFB Member or Friend
2. Personal gatherings organized by UUFB Member(s) and/or Friend(s)
3. Educational experiences organized by UUFB Member(s) and/or Friend(s)
4. Non-profit fundraiser organized by UUFB Member(s) and/or Friend(s)

Priority 3: Non-UUFB related groups – *Building Use Request form, Rental Contract, and Rental Fee* are required. Contact the Office Administrator or Building Use Chair for fee amounts.

1. Personal gatherings organized by non-UUFB Member(s) or Friend(s)
2. Politically affiliated groups
3. Gatherings organized by non-profit or for-profit groups or individuals
4. For-profit gatherings organized by UUFB Member(s) and/or Friend(s)

UUFB will not permit groups/individuals to use the building for purposes deemed contrary to our Mission as a Fellowship. The determination of what constitutes a detriment to our Mission will be made by the Minister or the Board. If there is a question concerning the group, the Chair of the Building Use Committee (application reviewer) will report the concern to both the Minister (who may report to COM) and the Board liaison for consideration.

SCHEDULING

Sundays – Priority 1 events may be scheduled, either as one-time or multiple time events. Priority 1 Groups scheduling on Sundays agree that they will reschedule the times or dates of their meetings if Fellowship activities need to be scheduled during their meeting times. No Committee regularly recurring use will be scheduled on Sundays.

Monday through Thursday Evenings after 5 pm:

- 1) No event can be scheduled for the same day every week by any group (Priority 1, 2, and 3 groups) for more than five weeks in succession, except by permission of Building Use Chair.
- 2) No group (Priority 1, 2, and 3) may schedule more than two meetings per month
- 3) Only one Priority 2 or 3 group may be scheduled per night; however, when space is available, Priority Groups 2 and 3 may schedule a one-time event three weeks before the date of the event.

Usage Review - User and Rental Agreements will be reconsidered on August 1 and February 1 of every year. At that time, groups/individuals using the building will be contacted to determine if they wish to continue their usage. Usage will be reviewed by the Building Use Committee. Space will be reassigned by the Building Use Committee based on the Priority Chart.

Waiting List – A waiting list for building use will be maintained and those on the list contacted as space becomes available

Getting “bumped” - All groups/individuals reserving space are **subject to having their meeting time being moved**, upon reasonable request and notice, in order to accommodate a UUFB service or Fellowship-wide event (such as weddings or memorials, Fellowship meetings, etc.)

Usage Changes - Individuals or groups who wish to change their Usage Agreement, to expand their usage in terms of hours or multiple nights/rooms, must contact the chair of the Building Use Committee to alter their Reservation Agreement.

Deposit – The purpose of the deposit is to 1) insure the building is maintained and ready for the next user and to 2) to cover costs incurred by the Fellowship in the event the building is not returned to a clean and sanitary condition or is damaged. Damage deposits may be required based on the following:

1. Size of groups
2. Activities planned
3. Piano, audiovisual equipment and/or kitchen will be used.
4. The presence of alcohol – Deposit required of Priority 3 if alcohol will be present
5. Groups not associated with UUFB.

Checks will be held and returned to the sponsor for single use events. For recurring events, the check will be deposited, and a refund provided after the final use.

Alcohol Use

Priority 1: Alcohol use is permitted

Priority 2: Alcohol may be present, but its presence must be approved by the Building Use Committee Chair. Depending on the size and nature of the group, the group may be required to provide insurance and evidence that the person responsible for serving alcohol has completed the Responsible Alcohol Server Training Program offered by the Montana Department of Revenue.

Priority 3: **Must** show proof of insurance *and* evidence that the person responsible for serving alcohol has completed the Responsible Alcohol Server Training Program offered by the Montana Department of Revenue.

For all events serving alcohol, the following provisions will apply:

- a. Only champagne, wine and beer are permitted. No hard liquor.
- b. Alcohol use is confined to the sanctuary, social hall and kitchen.
- c. If minors are present, alcohol must be served in a separate location from non-alcoholic beverages and other drinks and a designated adult must monitor the alcohol.
- d. Alcohol may not be stored in the building.

- e. Liability Insurance and/or Waiver of Liability for Priority 2 and 3 Users (see Building Use Request application form and Building Use Rental Agreement)

Insurance: UUFB's insurer requires that risk falls on the Responsible Party. The Responsible Party may protect her/him/themselves from claims by either showing proof of Liability Insurance or asking group members to sign a Waiver of Liability (find the Waiver in the Building Use request/Building Agreement application form).

However, Liability Insurance may be required for **Priority 2 and 3** groups, depending on the size of the group and the group's activities. Proof of Liability Insurance **will be required for Priority 3 groups** when alcohol is present.

If insurance is required, user must show proof of Liability Insurance with limits of \$1 million/per occurrence and \$2 million aggregate for the General Liability. UUFB should be listed as additional insured for General Liability. *If alcohol is to be present, the Liquor Liability must be included.*

Waiver of Liability: The Responsible Party for each activity will be asked to sign a waiver stating that he/she assumes all responsibility and liability for the requested use and further agrees, on behalf of the group, to indemnify and hold the Unitarian Universalist Fellowship of Bozeman, its officers and staff, harmless from any and all loss, damage or injury resulting from the use of the facility. Find the "Waiver" in the *Building Use Request* application form.

Fees:

Priority 1 Groups – No fee

Priority 2 Groups – No fee for use but donations are encouraged. Donation amounts will be suggested by the Building Use Committee to organizers.

Priority 3 Groups - Charged a rental fee. Contact the Office Administrator or Building Use Chair for fee amounts.

Reservations:

Reservations may not be made more than 12 months in advance with the exception of weddings or other special events that can be reserved up to 18 months in advance.

UUFB Contacts:

Office Administrator admin@uufbozeman.org (406) 586-1368

23 December 2019