

**UNITARIAN UNIVERSALIST FELLOWSHIP OF BOZEMAN**  
**BUILDING USE POLICY**

**Approved by the UUFB Board on 2/14/2019**

The Unitarian Universalist Fellowship of Bozeman is a liberal religious community of diverse beliefs, bound together by shared values. Our active practice is to welcome diversity, act for justice, foster spiritual growth, inspire compassion and nurture community.

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**Building Use Purpose**

The Building Use Purpose is to aid the greater mission of UUFB. We accomplish this by:

- managing our building's resources so as to provide a welcoming environment for our members and our friends
- providing a place for those whose purposes align with our values
- providing a center that draws the community to us and provides revenue to aid the financial support of the Fellowship

**I. Structure and Organization**

**Building Use Committee**

Building usage will be overseen by the Building Use Committee consisting of a committee chair, a member from the Building and Grounds Committee, and a member-at-large. A Board liaison will be assigned to be the contact person to the committee. The Committee is responsible for developing and recommending new policies to the Board. The Committee will meet at least once a year to revisit policies. The Building Use Committee will report to the Board as necessary.

**Chair of the Building Use Committee**, with the assistance of the Office Administrator, is the contact with groups/individuals using our building. Their tasks include:

1. Receiving and maintaining copies of applications and usage agreements.
2. Making decisions about building usage, deposits, insurance, and payments. The Building Use Committee will be consulted for help with decisions as needed. The Minister and Board will be consulted when there is a question about the group's compatibility with our values.
3. Receiving deposits from groups/individuals and returning deposits after events.
4. Maintaining the building/events schedule on the UUFB web-site.
5. Arranging for group's entry into the building.
6. Inspecting the building after each event to ensure it is properly closed up and cleaned.
7. If necessary, cleaning up or ordering cleaning services after an event.

## II. Building Users

### 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

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's alignment with our values, 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.

## III. Applications

**Priority Group 2** will find the **Instructions on How to Proceed**, the **Building Use Request** form, and the **Building Use Guidelines** and on the UUFB website and/or from the UUFB Office Administrator.

**Priority Group 3** will find the **Building Rental Request** form, **Building Use Guidelines** and **Instructions on How to Proceed** on the UUFB website and/or from the UUFB Office Administrator.

**Building Use Agreements and Building 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 use. 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. Those on the list will be contacted as space becomes available.

**Subject to Being Bumped:** All groups/individuals reserving space are subject to having the meeting time 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 Building Use Agreement, to expand their usage in terms of hours, multiple days/nights or rooms, must contact the chair of the Building Use Committee to alter their Building Use Agreement.

**Deposit:** Damage deposits may be required depending on the size of groups, the activities planned, if our piano, audiovisual equipment and/or kitchen will be used or if alcohol will be present. A deposit will be asked of any Priority 3 groups with alcohol present. The purpose of the deposit is to insure the building is maintained and ready for the next user and will cover any costs incurred by the Fellowship in the event the building is not returned to a clean and sanitary condition or is damaged. 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 final use.

**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 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.

**Fees:**

Priority Group 1 – No fee

Priority Group 2 - Donations are encouraged. Donation amounts will be suggested by the Building Use Committee Chair.

Priority Group 3 – Rental fee charged.

Ministerial Services, Musicians and AV Use/Assistance - Costs will be determined through conversation with the Minister, musician or AV technician.

**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.

**IV. Building Use Requirements**

Groups using the building are expected to return the facility to the same condition as it was found (vacuuming, sweeping, mopping or other cleaning tasks as necessary) and be responsible for any damage or excessive wear. Groups will be expected to recycle trash when possible. Food may be stored in the building only for UUFB activities.

Additional Guidelines for Building Use are found on the UUFB website and are available at the UUFB office from the UUFB Office Administrator.

**Tobacco, vaping, and illegal drugs** are not permitted in the facility. Cleaning charges may be assessed as necessitated by the use or presence of tobacco or illegal drugs in the facility. Smoking and vaping are allowed only outside in a designated area by the bike rack. No one under the age at which Montana allows a person to purchase tobacco products is allowed to use them on church property.

**Alcohol Use**

Priority 1 - Alcohol use is permitted

Priority 2 Groups/Individuals - 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 Groups/Individuals – 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 are required if alcohol will be served. A signed Rental Agreement is also required.

**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)

**Failure of a user to comply with the terms of this Building Use Policy, Building Use Guidelines, or the Building Rental Agreement shall be cause for immediate termination of the Building Use or Rental Agreement by UUFb, upon written notice to the user. In the event of termination, the user shall forfeit any unused pre-paid fees.**

**UUFb Contacts:**

**Office Administrator [admin@uufbozeman.org](mailto:admin@uufbozeman.org) (406) 586-1368**

*23 December 2019*