

FACILITIES USE

Revision Adopted, October 7, 2004

Original Adopted, February 1, 1999

I. Principles of Facility Rental at RRUC.

A. The building and grounds (the “facilities”) of the Church shall be used primarily to serve the needs of the Church as a whole and of its members. When portions of the facilities are not being used for those purposes they may be leased for use by other organizations and institutions, subject to the approval of and terms established by the Church Administrator. Should any issue arise regarding a rental the Church Administrator will consult with one or more of the called ministers or the Board of Trustees of the Church as appropriate.

B. No person or organization shall be denied the use of the Facilities by reason of race, age, physical ability, or sexual preference.

II. Policies for Facility Rental Administration.

A. Priorities. To the extent practicable, the Administrator shall observe the following priorities in scheduling the use of the facilities:

1. Religious and congregational activities of the Church.
2. Activities of RRUC-sponsored groups, including inter-church activities.
3. Devotional occasions involving individual members of the Church (weddings, memorial services, etc.).
4. Devotional occasions of Non-Members.
5. Activities of other, appropriate organizations and institutions for single event uses.
6. Activities of appropriate for-profit institutions or enterprises (as determined by the Church Administrator, in consultation with one or more of the called ministers, as necessary).

B. Community Benefit.

1. At the discretion of the Board, the Rental Facilities may continue to be made available for use by a child day care provider.
2. At the discretion of the Church Administrator, the Rental Facilities shall be available for regular, on-going use by specified users, including:
 - a. Twelve Step groups and similar therapeutic programs, for a nominal charge.
 - b. Music recitals, at market rates.
 - c. Other community organizations and institutions at the discretion of, and at rates determined by, the Church Administrator.

C. General Rules

1. The facilities shall be rented only for single uses and not for regular, ongoing uses, except as may be otherwise determined by the Church Administrator.
2. The Church Administrator shall not commit the use of Rental Facilities for non-Church use until the Church calendar for the coming year has been posted.
3. The facilities shall not be rented to non-members for private parties.
4. The facilities shall not be rented for wedding receptions except in conjunction with the rental of facilities for a wedding.
5. Beer and wine may be served at rental events but no distilled spirits are permitted.

III. Rental Rates

A. Setting of Rates:

1. The Church Administrator shall periodically revise the rental rates to conform to market rates and other factors pertinent to the setting of such rates. The Church Administrator shall advise the Finance Committee upon adjusting the standard rental rates.
2. The Church Administrator may determine rates case by case when making facilities available for use by community and other organizations.

B. Rental Rates:

1. **Members:** No charge shall be imposed for devotional occasions involving contributing members of the Church. Contributing members are defined for these purposes as those who have pledged and contributed to the RRUC Operating Fund, within the past fifteen (15) months, an amount at least equal to the calculated rental cost. Members who have pledged and contributed less than the calculated rental cost will be charged the difference between the calculated rental cost and their fifteen-month contribution.

Members shall be charged 50 percent of the non-member rates for the use of facilities for non-devotional purposes.

2. **Non-Members:** Will pay the full rate established by the Church Administrator.

- C. Custodial Fees:** All users of RRUC facilities must pay related custodial fees.