REVISION HISTORY
Previous version adopted 8/12/15.

BACKGROUND/PURPOSE
This policy provides guidelines for how the UUCWC Facilities (building and grounds) may be used. The main objectives are:

- To define who can use the building and grounds, and for what purpose.
- To define what events qualify as rentals, and therefore require rental payment and additional liability insurance purchased by the renter.
- To define what events qualify as fundraisers, or other church related events, and do not require rental fees or additional liability insurance.
- To establish who is the contact for the various facilities use requests.
- To put in place consistent rules and processes for building use. To ensure fair consideration for all requests.

POLICY

The classification of each potential use of the UUCWC facilities are determined by the combination of the group requesting access to the facilities, the purpose of the use, and the type of event.

1. Groups

a. Staff, Members, and pledging Friends – this group has priority for church use.

b. Outside groups and organizations: those whose values and mission are aligned with, or not in conflict with, UUCWC's values and mission.

2. Events

A. Church events and programs – any event that is a function of the church's committees or ministries, that primarily seeks to serve the congregation's membership, and which might include hosting outside groups that meet UUCWC's mission and vision (e.g., "Beyond the Binary" conference, Faith Action NJ Annual Meeting, Solstice celebrations). A member of the church staff or a leader of a committee must sponsor any and all programs.

B. Member and pledging friends Rites of Passage - life events such as weddings, memorial services or child dedications. A member of the Ministerial staff must be responsible or waive their right and responsibility to an officiant whose values align with Unitarian Universalism.

C. Internal Church Fundraisers – UUCWC sponsored events that support the mission of the church and whose main purpose is to raise funds for UUCWC.

D. Church Fundraiser for an outside entity - UUCWC sponsored fundraiser that raises money for an outside organization that furthers the church's mission.

E. Rental - Member/Pledging Friend - A member may rent the church for an event at a discounted rate. The event must not conflict with the mission of the church.

F. Rental - An outside group or individual may rent the facilities if their mission does not conflict with the mission of the church.

See the attached chart which identifies the event classification, whether or not rental fees and liability insurance is needed, and the point of contact for the request. The chart is ordered for priority of usage from highest to lowest.

USE OF UUCWC SPACE BY EXTERNAL ORGANIZATIONS

A UUCWC member or friend may request the use of UUCWC facilities for an event or activity sponsored by an external organization with which they are involved. Such use may be approved when the organization, event, or activity is aligned with UUCWC's values and is formally supported and sponsored by a UUCWC ministry or committee.

To qualify as ministry or committee-sponsored use:

The ministry or committee must identify the event or activity as consistent with its priorities and supportive of UUCWC's mission and values.

Support must extend beyond an individual member and be demonstrated by multiple members of the ministry or committee.

At least two members of the sponsoring ministry or committee must be present and assume responsibility for the event while the facility is in use. Their responsibilities may include assisting with parking or other logistical needs, overseeing the use of the space, and ensuring that rooms and facilities are returned to their original condition following the event.

These requirements are intended to ensure appropriate oversight and to address liability considerations under UUCWC's insurance coverage. Events that do not meet these requirements may not be covered under UUCWC's liability policy and could expose UUCWC to additional risk.

Alternative Rental Arrangements

When an external organization or event is aligned with UUCWC's values but does not meet all of the requirements for ministry or committee sponsorship, UUCWC may, at its discretion, offer the organization the opportunity to rent its facilities for a reduced or nominal fee. In such cases, the organization will be responsible for obtaining and providing its own insurance coverage as required by UUCWC.

Questions regarding applicable rental fees, reduced or nominal rates, insurance requirements, or exceptions should be dire

ALCOHOL AND DRUG POLICY

1. **Use of Alcoholic Beverages**
   a. Consumption of alcohol on church premises is limited to wine, beer, and champagne.
   b. Where there are people under the age of 21 present at the event, the bar will be a "tended" bar.
   c. Serving and consumption of alcohol will always be in compliance with state law.

d. No alcohol will be allowed in the Sanctuary, except for ceremonial use.
e. No alcohol will be stored on the premises after an event has taken place.
f. The policy will be the same for all events held on the premises.

2. Drug Policy

a. Although the state of NJ recognizes marijuana as a legal substance, we do not permit marijuana in the church building or on the church grounds.
b. We do not permit any illegal drugs on church property.

Exceptions:

1. On-going events that have already been categorized as either a fundraiser or a rental prior to this version of the policy, may retain their categorization until the next review period.
2. All on-going events will be reviewed annually to ensure that they are correctly classified based on the current Facilities Usage policy.

Refer to the 2024 Fundraising Policy for details on fundraisers.

REFERENCE INFORMATON

Fundraising Policy: https://www.uucwc.org/wp-content/uploads/2024/10/FUNDRAISING-POLICY-CHECKLIST-FINAL-APPROVED-10.28.2024.pdf

Rental Information: https://www.uucwc.org/about-us/rental-information/

Facilities Use: https://www.uucwc.org/wp-content/uploads/2016/07/FACILITIES-USE-1.0-Policy-approved-8-12-15.pdf

PROCEDURES

Facility Use & Rental Chart						
**** These events are listed in order of priority at the discretion of the church staff**						
Church Facility Use	**Rental Fee**	**Liability Insurance**	**For <u>Initial Contact</u> and Approval**	**Event Type**	**Open to**	**Reference**
Member & Pledging Friend Life Events	No Fee	No Insurance	Ministerial Staff	Weddings, Funerals, Memorial Services	Congregant/friend and invited guests	
Church Events and Programs	No Fee	No Insurance	Church Staff or Committee/Ministry Leader	Committee and Ministry Meetings & Events, Chalice Circles, Vespers, the "Beyond the Binary" conference, the Faith Action NJ Annual Meeting., Solstice celebrations, etc. **A member of the church staff or a leader of a committee must sponsor any and all programs.**	Congregants and others	

External group usage, sponsored or co-organized by UUCWC ministry or committee	No Fee	Varies (see supporting details)	Ministerial Staff and leader of sponsoring ministry/committee	External group requesting to use UUCWC space for a one-time or recurring meeting	Sponsoring ministry/committee and external group	See supporting details in Facilities Use Policy
Internal Church Fundraiser	No Fee	No Insurance	Related Ministry or Committee	Auction, Ministry & Committee Fundraisers (Income raised goes to UUCWC). **Must be approved by Finance Committee.**	Congregants and others	Fundraising Policy Checklist
Church Fundraiser For Outside Entity	No Fee	No Insurance	Ministerial Staff	Church funds raised for an outside group - must align with church mission. **Must be approved and sponsored by Church Staff.**	Congregants and invited guests	Fundraising Policy Checklist

Rentals						
Member & Pledging Friend Rental	Reduced Fee (20%)	Liability Insurance Needed	Church Admin	Must not conflict with mission of the Church	Congregant/ Friend and invited guests	UUCWC Rental Information

Non-Member/Pledging Friend Rental	Fee	Liability Insurance Needed	Church Admin	Must not conflict with mission of the Church	Invited Guests	UUCWC Rental Information

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