

**Harbor Unitarian Universalist Congregation**  
**Building Use Policy as of April, 2019**

**General Policy:** The Board of Trustees will authorize all usage. It is the policy of the Board of Trustees that HUUC facilities are primarily available for the use, enjoyment, and needs of our membership and secondarily for use by outside parties. Scheduling priority will be given to church-sponsored activities over non-church activities. All usage will be consistent with safety, security, and cost of operations. City of Muskegon zoning regulations are considered when determining authorized usage. *The Board reserves the right to declare usage agreements terminated.*

**Commercial Use:** The building will generally not be used for commercial purposes. However, the HUUC Board will authorize commercial entity use request on a case by case basis.

**Political Preference:** No preference will be given any political party or organization in the use of the building.

**Reservations/Scheduling:** Any HUUC member, recognized “friend,” or outside organization may request building use. Requests for building use will be submitted to the HUUC Board of Trustees and placed on the agenda for the next Board meeting. Reservations will ordinarily be recognized on a first to request basis. When there are conflicts that cannot be resolved by compromise or moving of dates, the uses will be given the following priorities:

- a) Sunday Services and religious education,
- b) Formal Affairs such as funerals and weddings,
- c) Church related functions,
- d) Civic functions in which the church or the minister is participating,
- e) Other civic functions,
- f) Personal benefit groups (dance, yoga, bible study, etc.)
- g) Political meetings.

Within each of these groups, functions or uses organized or sponsored or arranged by members will be given first consideration and those of recognized friends will be given second consideration. *The Board of Trustees or its designee will resolve conflicts that may occur between interested parties.*

**Continuing Uses:** Any planned continuing uses (such as weekly classes) as specifically stated in the usage agreement require advance approval and are subject to periodic review. *Unless the use is a church function, users should not store any materials except as approved by the Building and Grounds Committee or the Board of Trustees.*

**Fees:** The Board of Trustees has adopted a fee schedule for building use. The fee schedule is to be reviewed annually by the Board of Trustees.

**Security/Clean up Deposit:** The Board of Trustees may request a refundable clean up security fee in advance of use of the building. In the event of damage to the building/property or loss/non-return of key(s), costs of repair/replacement/re-keying will be deducted from the deposit before being returned to the renter.

**Musical Instruments/Pianos/Keyboards:** Musical instruments that are the property of HUUC may not be used without prior approval of the Music Director.

**Non-Affiliate Users:** When the church is to be used without the attendance of a member, the Board of Trustees may require the hiring of a member to safeguard the building during the use Groups or members requesting use. Church facilities may not prohibit attendance on the basis of race, sex, gender identity, creed, social class, age, disability or sexual orientation.

**Smoking:** Smoking is prohibited on the premises.

**Alcohol:** Alcoholic beverages may not be served by Building Users without the permission of the Board of Trustees--such requests will be evaluated on an individual basis. If alcoholic beverages are served by Building Users, said user shall provide proof of liquor liability at least 10 days prior to the rental date.

**Contract:** For ordinary use by members (committee meetings, etc.), a contract will not be required. For special events, continuing uses (except for church functions) or events where the church members are not sponsors or organizers, a Building Use Rental Agreement may be required and will be signed by the renter and approved by the Board of Trustees as required at least 7 days prior to the scheduled rental.

**Liability:** Non-HUUC members using the HUUC building ("Building user") shall hold harmless and indemnify HUUC from and against any and all liability that may be imposed upon it, for any injury to persons or building user property caused by the named person or organization or any other person in connection with the meeting/event.

**Keys and Security Code:** Keys to the building should be given only to those who the Board of Trustees have designated individually or by description and under such conditions as the board shall require.

**Damages:** Building User will pay for all damages to any property at the HUUC building or grounds resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the renters or its invitees.

**Supplies:** Unless specified in the Building Use Rental Agreement, Renters are expected to provide their own consumable supplies (paper plates, napkins, plastic utensils, etc.). If childcare is provided, users must provide their own consumable supplies (diapers, wipes, crayons, paper, etc.). HUUC encourages the use of sustainable products, and non-single-use products.

**Approved by the Board of Trustees on April, 2019**

