

# UCH Policy on Use of Space

Approved by the Board of Trustees: April 12, 2016

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**Purpose:** This policy defines the parameters by which UCH facilities will be used and/or rented by members and other individuals or organizations. UCH facilities are critical assets to the UCH community and provide the home base from which all UCH activities launch. Wise use of UCH facilities can also contribute to the income of the church, which will assist the church in meeting its mission.

## Definitions

*UCH Facilities:* All rooms in the main sanctuary building, all rooms in the religious education building, and the grounds (including parking spaces) owned by UCH.

*UCH activities:* All activities related to UCH operation and implementation of its mission including, but not limited to: Sunday services; religious education classes and events; youth group meetings and events; minister and staff office hours and administrative functions; meetings of church committees and other UCH organizations; and UCH social and fundraising events.

*Member – Sponsored Private Events:* Activities that are sponsored by UCH members but are not officially affiliated with UCH, including but not limited to: weddings, memorial services, placement of memorial markers on UCH grounds, reunions, parties, or meetings of groups that are not specifically affiliated with UCH.

*Other Uses:* All uses that are not UCH activities or member uses. These can include rental of UCH facilities by non-members for weddings, memorial services, concerts, meetings, music lessons, tutoring, or other events.

## Types and Priority of Uses

All uses of UCH facilities shall be in keeping with Unitarian Universalist values.

Up to three parking spaces may be rented at any one time. UCH members will be given priority over non-members.

If there are conflicting demands for use of space, the following prioritization of uses will be used to address the conflict:

- **First priority:** Uses supporting UCH activities. No use of space should be approved that conflicts with critical and ongoing UCH activities (i.e., Sunday service, RE classes).

- Second priority: Member – sponsored private events.
- Third priority: Other uses.

### **Responsibility and Oversight**

The minister, in consultation with staff, the Home and Garden Circle Coordinator, and/or other lay leaders, shall develop and implement procedures implementing this policy and ensuring that all uses of space:

- Comply with Village of Hinsdale and State of Illinois requirements and ordinances.
- Comply with requirements and expectations of UCH insurance policies.
- Charge reasonable, fair and competitive rental rates (when appropriate). Rates for member uses shall be lower than rates for other uses. Rates shall be adjusted annually to ensure they remain reasonable and competitive.
- Have minimal impact on UCH facilities and on UCH activities. Significant events such as weddings or concerts or long-term uses of space shall be monitored by UCH staff or lay volunteers/event coordinators.

### **Approval of Use-of-Space Agreements**

The minister, or his or her staff designee, is responsible for approving use-of- space agreements lasting 1 year or less and renewals of such agreements. The minister or staff designee will consult with the Board of Trustees regarding use-of-space agreements lasting longer than 1 year.

### **Review Schedule**

This policy should be reviewed and updated, as necessary, every 5 years.

### **Related Procedures**

Use of Space Agreement

Book an Event at UCH website: [http://www.hinsdaleunitarian.org/new/?page\\_id=1955](http://www.hinsdaleunitarian.org/new/?page_id=1955)