**UUSD Rental Policy**

**Approved by the Board of Trustees \_\_\_\_\_\_\_\_\_\_\_\_, 202( )**

**Preamble:** This policy is needed to ensure that UUSD facilities are well managed and used in ways consistent with UUSD’s mission and values and to establish clarity for the rental of UUSD facilities for events or activities NOT sponsored by an official UUSD committee or group.

UUSD is committed to being an active member of the community in support of community events. Because of this, we want to make our facilities available not only to our congregation, but also to the community at large, provided that the values of renting organizations are aligned with UUSD mission and values.

All requests for use of UUSD facilities will be prioritized and considered in the following order:

1. All UUSD events and activities led by UUSD staff, committees, or groups that have been previously scheduled;
2. Weddings, Funerals and Memorial Services (subject to approval of the Minister);
3. Not-for-profit and other charitable groups with similar purposes, who in word and deed align with the mission and values of UUSD;
4. Government, private and for-profit groups (who will not sell products or services on site) or individuals whose activities do not contravene UUSD’s mission and values.

**Authorization:** Executive Team, responsible for day to day operations

**Responsible organization:** UUSD Executive Team

**Relevant aspects:**

1. Clarifies and simplifies the process of renting UUSD facilities.
2. Creates an easy to understand fee schedule
3. Creates a “hold harmless” form
4. Creates a setup & exit checklist, for use as needed.
5. Creates a signed agreement between UUSD and rental party or user.