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	Policies, Procedures, and Guidelines		Board Approval:		
					
		Title: Rental Policy and Procedures			

Procedures for Renting Space in the UUCLV Facility

Policy Statement:

The UUCLV facility and surrounding property at 3616 East Lake Mead Boulevard, Las Vegas, Nevada is provided primarily for the use of the congregation of the UUCLV. When not being used by the congregation, other organizations may use these spaces providing the following procedures and guidelines are adhered to, including the attachments listed below.

Responsible parties:

The Board of Trustees of the UUCLV is responsible for setting overall usage guidance and approval of requests for use of the facilities for the congregation at large. All inquiries about and business concerning the use of the UUCLV property must be directed to the Office Administrator. The waiving of any rental fee must be approved by the President of the Board of Trustees of the UUCLV or his/her assignee.


Note: There is no charge to congregation members for events in conjunction with rites of passage. These rites of passage include weddings, commitment ceremonies, funerals, memorial services, anniversaries, birthdays and child dedications. Members of the congregation renting the facility for private use will pay 50% of the rates quoted in the Rental Fees Schedule (see Rental Application).

Procedures:

Use of any space within the UUCLV property shall be in keeping with the mission of the UUCLV and provide space for spiritual, educational, artistic, and cultural events for the congregation at large. Other non-profit organizations and the residents of the larger community may schedule and rent the facilities providing these events adhere to and not detract from the UUCLV mission. The President of the Board of Trustees or his/her assignee will make such determination if required.

The UUCLV does not permit or condone discrimination against any group or individual based on race, color, gender (including transgender), sexual orientation, age, religion, ancestry, national origin, ethnicity, disability or legally protected status.

This overall policy and underlying procedures should not be construed to be prohibitive. They are intended to provide efficient and effective rental and usage of the UUCLV facilities that support congregational priorities.

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All events or activities that involve the use of congregation facilities will be calendared at least one week in advance. If one week notification is not possible, the President of the Board of Trustees' approval is required. Prior to the posting of these events or activities, the following must be accomplished:

1. Committee approval, if required.
2. Resolution of any conflicts, if any.
3. Rental contracts signed (if required), proper documentation of proof of liability insurance (if not affiliated with UUCLV), and a copy of the proper IRS 501 (c) 3 documentation (if a non-profit organization). Certified non-profit organizations are entitled to a reduced rental fee for use of the UUCLV property. These must be completed and presented to the office administrator prior to scheduling the activity.

The following priorities will be used to determine approval or resolve conflicts in renting/scheduling of the facilities:


1. Events, activities, or the use of the facility which are related to on-going programs of the UUCLV will have first priority.
2. The UUCLV affiliate groups may use the facility on a space-available basis.
3. Second priority will be based on when the date of the event, activity, or facility usage (including rentals) was scheduled. Generally, "first come, first serve" will be the guide.
4. Rental to outside groups will be the third priority for allocation and scheduling of facilities.

Note: The above groups are responsible for the protection and defense of the property and are required to return the property to a clean and orderly state at the end of use and to properly care for and operate all audio/visual and public address equipment.

Other Requirements:

- No Saturday event scheduled for the Worship Hall can last past 5 p.m. unless approved by the President of the Board of Trustee or his/her assignee.
- No rice is allowed on the premises at weddings or wedding receptions. Birdseed may be used outside only.
- All records for the rental will be kept in the UUCLV office files.

Summary

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This policy and procedures for rental and use of facilities should clarify responsibilities for doing such. They will remain in effect until revision is required, accomplished and approved by the Board of Trustees.

4 Attachments

1. Rental Application
2. Building Rental Checklist
3. Event Monitor Check Sheet

Revision History

dd/mm/yy—Rev. 0.

dd/mm/yy—Rev. 1.

03/19/12 – Rev. 2. Changed text “Office Staff” to “Office Administrator”