



First Unitarian Society of Ithaca  
Connect. Inspire. Engage.

## Building Use Policy

When the facilities are to be used by non-church individuals or groups, a fee will be required unless waived by senior staff. The only exception shall be that for weddings, child dedication services, funerals and memorial services. In those cases, the Minister conducting the service or designated Care Team members shall have authority to reduce or waive the amount listed.

It is our intention that an active member of record shall not be expected to pay a building rental fee for a wedding, child dedication, funeral or memorial service. Nor are they charged the ministerial fee.

### **BARTERS**

FUSIT is open to barter arrangements in exchange for use of the building.

**CHURCH COMMITTEES & TEAMS** are allowed sponsorships of various events and activities that are consistent with the VOM. One person should be designated from the committee/team as a liaison (the proposed event having been supported by the group as a whole) to be in contact with the Administrator to make sure that space is available and that procedures are followed. The use of the 2<sup>nd</sup> Floor Annex for large space gatherings is encouraged over the sanctuary. It is assumed that where a committee/team sponsors an outside group that at least one member of the committee/team will be in attendance at the event. The sponsored group is expected to sign the FUSIT rental agreement, including the release of liability.

**STAFF:** Staff will be allowed one free rental each year for a non-FUSIT activity. The staff member should do all set up and clean up and this should not create any extra work for the Sexton.

**PUBLICITY** for events to be held in the church must be approved in advance by the Administrator. No publicity or advertising of any event occurring in church facilities may indicate or imply any sponsorship of the event by the church without the explicit agreement of someone from the senior staff team.

**INSURANCE:** For all non-church events insurance riders must be obtained by renter and given to the Administrator to protect church's interests including non-church music events/concerts, dance classes, etc. or a liability waiver must be signed.

**ALCOHOL POLICY:** If alcohol will be served, the renter will be required to provide proof of sufficient insurance coverage. This may be obtained through a rider on one's homeowner's policy, or by a catering or "event company", if applicable. Additionally, as of 12.19.23 all events, whether internal to FUSIT Community or outside groups renting FUSIT space must abide by the following protocol:

1. Limit alcohol to "light" alcoholic beverages. Limit the alcohol that may be served to beer and wine and specifically prohibit the serving of shots and other "hard" liquor.
2. No alcohol will be sold.
3. Limit drinks served to two "light" alcoholic beverages.
4. Prohibit the service of intoxicated guests. And in lease agreements, State that the lessee is responsible for ensuring that intoxicated guests are not served alcoholic beverages and ensuring that serving staff (whether paid or otherwise) are appropriately trained/instructed to refuse to serve intoxicated guests.
5. For lease agreements, Require proof of age of all attendees who wish to consume alcohol

**SIGNATURE REQUIRED:** These approved policies will be mailed out to renters and will need to be signed and returned with payment.

Approved by OAT: 8/3/23

Approved by Board of Trustees: 9/19/23