**OUUF Facility Use and Rental policy**

 **5.- Responsible Group-Stewardship Date passed by the board- March 15, 2015**

1. **Clarifying Rental Fees For Members And Staff**
	1. **Celebrations for Family**
		1. **No Rental Fee:**
			1. Celebration Of Life
			2. Marriage
			3. Birth or Adoption Of A Child
			4. If a member gives a birthday party or some other celebration and invites the entire congregation through the newsletter and candles, they are providing a social event.
		2. **Rental Fee**

Private event i.e. birthday, New Year's Eve party etc. i.e. the member invites people from the congregation, but not an open invitation.

* 1. **Member As Sponsor For An External Group**
		1. When a Member sponsors an event (non-profit or for-profit), the member is eligible for the member rate provided the member takes full responsibility for the event including
			1. The sole contact for the event
			2. The person who opens, closes and sees that the facility is ready for the next user
	2. **Member Offering A Class**
		1. If a member is giving a class and charging for out-of-pocket expenses-no fee
		2. If a member is offering a class and charging beyond out-of-pocket expenses-member fee
	3. **Non-Member Staff**

Non-member staff is treated as a member for rental purposes.

1. **Visiting Sunday speaker**
	1. If a visiting Sunday speaker wishes to do an after service workshop on the Sunday they speak, there is no rental fee even if they charge for the workshop.
	2. For other situations, the administrative coordinator and president have the authority to make the decision.