

## **OOUF Facility Usage Fee policy**

**October 1, 2019**

**Reviewed by Board 9/15/19**

### **1. OOUF Sponsored Events**

Usage fees are waived for programs and events developed and sponsored by the OOUF Board or staff to further the vision, mission and covenant of our congregation, or developed by a committee to further its stated purpose as described in the Policy and Procedure Manual.

### **2. Celebrations for Family**

#### **No Fee:**

Memorial Services, including Celebration of Life

Civil Unions, including Commitment Ceremonys

Birth or Adoption of a Child

If a member gives a birthday party or some other celebration and invites the entire congregation.

#### **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.

### **3. Member As Sponsor For An External Group**

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

The sole contact for the event

The person who opens, closes and sees that the facility is ready for the next user

### **4. Member Offering A Class**

If a member is giving a class and charging for out-of-pocket expenses-no fee

If a member is offering a class and charging beyond out-of-pocket expenses-member fee

### **5. Non-Member Staff**

Non-member staff is treated as a member for facility usage purposes.

### **6. Non-member event**

**Subject to Board approval**

### **7. Visiting Sunday speaker**

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.

For other situations, the administrative coordinator and president have the authority to make the decision.