



## BUILDING USAGE POLICY

As our community continues to grow in size and scope, the Board of Directors recognized a need for clear policy for building usage. Without a policy in place, decisions on which events do or do not take place can be difficult, appear arbitrary and possibly lead to hurt feelings and/or damaged property.

Benefits of having a policy include:

- 1 Retaining the “sanctuary” aspect of the building,
- 2 A speedy and unambiguous approval/scheduling process.
- 3 Available and dependable volunteer support for events.
- 4 Improved communications on events within our community.
- 5 Minimizing wear & tear on the building & equipment and
- 6 Availability of safe parking.

**INTENT**: Use of the church premises by “conscious purpose” – not simply because it is an available or convenient building. “Conscious purposes” are those that fulfill Unity Spiritual Center’s mission statement of committing to Spiritual Learning, Loving and Living as determined by the Minister and the Board of Directors. Exceptions: groups using our space prior to move to Fruitland Park are grandfathered in.

**GENERAL POLICY** of UNITY Spiritual Center is to use the building primarily for Unity sponsored events i.e.: worship services, life passage services (weddings, celebrations of life, baptisms), workshops, classes, small group meetings, musical & social events, and fundraisers. Typically, each event would have a sponsor or facilitator coordinator to prepare and restores the room/building, etc.

Outside groups usage of our facility is based on approval of event and availability.

### **Alcohol Use on USC Campus**

The use and or distribution of alcohol during scheduled special events on church premises is permitted by the city of Fruitland Park with the clear understanding it is not permitted for distribution for sale or profit.

The contact for the city is Charlie Rector, Community Development Director, 506 W. Berckman St., Fruitland Park, FL 34731. His telephone number is [352-360-6727](tel:352-360-6727).

The sale of any alcohol on church promises requires a special event license through the state and then Fruitland Park has to sign off on it.

### **Donations**

We appreciate your thinking of our church are you reduce and recycle; however, all donations must be submitted to [Unityspiritualcenterfl@gmail.com](mailto:Unityspiritualcenterfl@gmail.com) for prior approval BEFORE you bring them to the church. We have limited space.

Community Outreach Sunday remains the same. Please leave what you bring outside the

front door where donations can easily be picked up. The community service organizations appreciate your donations. Thank you!

### **Drop Off 's and Exchanges**

As we are a growing community of 170 members the church can no longer be used as a drop off point. This means things you have for another person must be given to them directly and not left behind in the church for them. Anything left behind will be put in the lost and found basket located in the narthex

## **EVENT APPLICATION AND APPROVAL**

### **Roles and Responsibilities:**

Persons or groups desiring to present a class, seminar or workshop or desiring to be a speaker at an event: Contact church office to check date availability and fill out special event form. Forms must be submitted a minimum of 45 days prior to the event. No exceptions for Unity sponsored events. Larger whole church events require 90-day notice. Person filling out form is event sponsor - see event sponsor responsibilities below.

Senior Minister or Senior Minister's designee: Select or approve all classes, seminars, workshops and speakers. As a policy, it is desirable that new events are presented to the board three months in advance to allow time for proper planning and advertising. (Event Forms are available in the church office.

Events requiring approval will get an answer within ten business days.

### ***A. Classes, Seminars, Workshops and Seminars***

This policy applies to all events presented at Unity Spiritual Center (USC) for education, service or practice.

Special one-day workshops and 4–12 week classes offered at Unity Spiritual Center are Unity based or supportive of the spiritual needs of our Unity community. USC will offer frequent classes, seminars or workshops and will present speakers for events that incorporate and/or reflect the Truth principles taught by Unity. Additionally, programs may be presented that are non-Unity specific in order to offer a broad spectrum of teaching. All events will be compatible with Unity principles and with the tone of the Unity ministries.

Maintain communication with Special Events Coordinator to ensure that events are approved and then scheduled on master calendar.

## **Timeline for scheduling and publications.**

The deadline for application to schedule an event is the first day of the month preceding the month in which the event is being held. For example: If you are having an event in March the last day to sign up is February 1.

The deadline to be listed in our monthly publication is the 10th of the month prior to the month in which the event is being held. For example, if your event is in March, material for the monthly bulletin must be sent in by the 10th of February. Material sent in must be copy ready.

A1. Classes, Workshops and Meetings: Activities facilitated by persons other than the minister will be arranged on an individual basis. In general, if a love offering is taken, the love offering will be receipted and the offering will be split 70/30 between the facilitator and the church.

A2. Note: Tithing Classes such as 4T's and Keys to the Kingdom will be not be a 70/30 split and rather a flat fee paid to facilitator

A3. Use of Sanctuary: On Sundays following the service the Sanctuary is reserved for the music team, concerts or other educational programs. USC Sacred Service Teams may meet in other areas of the building or during the week.

### **B. Small Group Meetings:**

B1. Church Teams, such as Choir, Fellowship Team, Chaplains, Youth Group, etc. need to fill out an "Event Sheet". However, it is important that these groups coordinate with the church office on availability of rooms for rehearsals, meetings and other activities.

B2. Self-Facilitated Small Groups: Rooms are available for self-facilitated groups, meeting on an on-going basis to support the spiritual growth of participants. These groups need to re-confirm their purpose, activities and meeting times every six months – including holiday arrangements. Examples: "A Course in Miracles" and "Men of Unity"

**C. Musical and Social Events:** Church socials, including potluck dinners and talent nights are events designed to be inclusive and supportive of community building and will be allowed two practices in the sanctuary per event when practices are needed.

**D. Fund Raising Events:** Prosperity Proposals supporting Unity Spiritual Center such as Heal Your Body Day and Garage Sales, need to be presented to the board a minimum of three months in advance of their date.

Special fundraisers are projects approved by the Board for a specific purpose. These

projects are not included in the budget and it is presumed that expenses incurred will not exceed the income. Any disbursement from the special funds must be for the purpose for which the funds were raised and have Board approval. (Special fundraisers that are done by the Y.O.U. or other youth programs, are not subject to board approval, but are subject to the approval of the senior minister. The board liaison will make the Board aware of these fundraisers.)

**E. Miscellaneous:** From time to time, the Minister and the Board of Directors may determine that a specific event or activity supports the church's ministry of a communal duty. Examples include providing unused property for a community garden plot for the neighborhood, Food Drives, and Circulation Day. The same guidelines apply.

**F. Weddings and Memorial services**

Members will not be charged for building use for a wedding or similar activity; however, media and clean up fees will be charged. [See Event usage and Media usage fees in next sections.](#)

**G. Non-Unity Groups:** As a matter of course, Unity Spiritual is not rented to outside groups. Exceptions may be made by the board.

**H.** For all activity and exercise based classes such as yoga, tai chi, etc. waivers are required for all students. This is the responsibility of the instructor and will be kept on file by the church administrator once they are signed by each student. Instructors must have personal liability insurance on file with Unity Spiritual Center.

**EVENT USAGE FEES**

1. Unity sponsored events are typically handled on a love offering basis. If event is ticketed - all proceeds go to the church.
2. Outside groups and certain Unity events are handled on a 70/30 split on all income generated by the event.
3. Weddings: Flat fee to rent Sanctuary and Community Room is \$500.00 for up to five hours. Mandatory additional fees include media use - \$50 for a two-hour minimum and a clean-up fee. The clean-up fee is based on expected number of guests. The fee for guests numbering 50 or less is \$75.00; over 50 to 125 is \$100.00; more than 125 is \$150.00. The Sanctuary and community room may be booked individually. Fee is determined based on number of hours booked. Unity members are not charged the fee for weddings; members do pay the media and clean-up charged.
4. Unity Spiritual Center does not charge for memorial services; however, love offerings are accepted and greatly appreciated. See media fee. Also if a graphic artist is producing a memorial slide presentation that fee is worked out between you and the artist.
5. On-going Team meetings - A special event sheet is not needed; however, room must be booked and any changes made with the church office.

## **MEDIA FEES**

Media fees are \$50 for a two-hour minimum with a \$200 maximum; for full day usage, a rate may be worked out with a trained Unity media person.

## **EVENT SPONSOR RESPONSIBILITIES**

1. Responsible for any staffing needed for event.
2. Responsible for unlocking and locking doors.
3. Responsible for all items on checklist; a checklist regarding, lights, thermostats, etc. will be given to the sponsor upon approval of event.
4. Responsible for all advertising.