

First Unitarian Church

801 East Washington St.

South Bend, IN 46617

### **Building Use Policy**

Use of this building is to primarily support this Church and its mission. Beyond regular activities such as services, religious education and other committee sponsored activities, individuals and groups may use our facilities in accordance with **Procedure for the One-time Use of First Unitarian Church**. For private use or events that are not sponsored by our church, fees may apply as determined by the Board of Trustees (“BOT”).

Facility use outside church activities is understood to be a service to the membership, friends and an excellent way to connect with the community at large and is therefore encouraged, but is limited to events that do not conflict with our mission. All repeating non-church use must be approved by the BOT. Requests should be made in writing and a representative should attend a BOT meeting to present their proposal.

When alcohol is served at an event not sponsored by the church, the church will acquire liquor liability insurance for that event.

Officiants of any rites of passage or other events are required to receive approval by the minister. Any application disapproved by the minister must be reviewed by the BOT.