

First Unitarian Church, South Bend
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Building Use Policy

Purpose: To set out uniform rules for use of the Church building by groups within and outside the Church organization.

Created by: Building Use Committee

Approved by: Board of Trustees

Date Approved: August 13, 2025

Date Previously Approved: April 2024

Use of this building is primarily to 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 **Policies and Procedures for Non-Church-Sponsored Building Use.**

For private use or events that are not sponsored by our church, a signed **Building Use Agreement** is required and fees may apply as determined by the Board of Trustees (BOT) or its representative. Usage fees are to be updated at the Board's discretion.

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 non-church building use requests must be submitted to the church office for review by the Building Use Committee (BUC). Fee waivers must go to the BOT after Building Use Committee review.

All church and non-church building use must be in compliance with the Alcohol Use Policy.

Officiants of any rites of passage or other events require approval by the minister. The minister must notify the BOT of any applications not approved.