Reviewed by Board of Trustees 2026

UU La Crosse

A Unitarian Universalist Fellowship

BUILDING USE POLICIES AND PROCEDURES

PURPOSE

The Unitarian Universalist Fellowship of La Crosse and its facilities are available to serve its congregation and the greater community. It is our intention that the Fellowship facilities be used in furtherance of our Mission, Vision, and Covenant. Building use fees are designed to cover or contribute toward the cost incurred in or resulting from the use of the facilities, and include some contribution toward upkeep of the building.

APPLICABILITY

This Building Use Policy is applicable to all users of Fellowship facilities, based on the category of use. The three general categories are:

1. Use for Fellowship events
2. Co-sponsored use, as defined below
3. Use of non-Fellowship events

DEFINITIONS

The following definitions are applicable to this Building Use Policy.

Fellowship Use: Members* of the Fellowship may reserve the facilities at no cost in coordination with other scheduled events for non-commercial use. Such no cost use includes committee and covenant group meetings, events with guests but not open to the public except as approved, small outside groups such as recovery groups or boards, and others as determined appropriate by the Chairperson of the Building and Grounds Committee and/or the Board of Trustees. Completion of the rental application may be required for record and point-of-contact purposes.

Co-Sponsored Use: Persons, groups, or agencies out of the Fellowship may be co-sponsored by the Fellowship or one of its Members for non-commercial use of the building. Rental application is required.

Non-Member Use: Non-commercial use of the building by outside groups without a Fellowship co-sponsor. Rental application is required.

**For the purposes of this document, we define Membership as having signed the Membership book and having made a contribution of record during the previous 12 months. Emeritus Members will have all building use fees waived.*

REGULATIONS GOVERNING BUILDING USE

1. The Congregational Administrator is tasked with the day-to-day administration of any rentals and is the authorized representative, although another authorized representative may be designated by the Congregational Administrator, the Chairperson of the B&GC, or the Board.
2. The user/group and event must align with, and not conflict with, our Mission, Vision, and Covenant. Such determination may be appealed to the Board, in which case the decision is final.
3. Events open to the public may require renters to provide written proof of liability insurance naming this Fellowship as the location of their function and as the named insured prior to holding the event, whether admission is charged or not.
4. Weddings and memorial services of Fellowship Members or their immediate families shall have priority.
5. For most uses and functions, the scheduling of the Fellowship facilities will be coordinated at least two weeks in advance. Scheduling shall be set by the Congregational Administrator on a first-come, first-serve basis, with priority given to Fellowship Use.
6. The facility may be opened and/or closed by a Fellowship's authorized representative or a key may be provided to and recovered from the renter for access.

7. A joint mutual inspection of the rental area by the Fellowship's authorized representative and the renter immediately before and after the rental period is recommended but may be rescheduled for practical considerations.
8. Any fire, medical, or other emergency requiring professional attention shall be called into 911 promptly with subsequent notification to the Fellowship point of contact listed on the rental contract; the safety of people is the primary consideration in the case of evacuation with property being a secondary consideration.
9. Restrooms adjacent to the rental area are available for renter's use as part of the rental.
10. No smoking of any kind is allowed in the building or on the property at any time; no smoking material receptacles are provided and none shall be introduced.
11. There is no alcohol permitted at public events.
12. Rearrangement of furniture and decoration of rooms as well as thermostat settings, clean-up, snow removal, trash removal, window and screen issues, reporting of utility malfunctions, and any other pertinent issues shall be discussed by the Fellowship's authorized representative with the renter prior to the time of rental; emergent matters shall be referred to one or more emergency phone numbers listed at the end of the completed application.
13. Furniture is not to be taken outside of the building and the parking lot and its entrance and exit easements are to be used as designed and shall not be blocked.
14. Parking lot can only accommodate fifteen vehicles. Renter will need to plan accordingly for this. Street parking is available one half block south on Madison Street to supplement the sixteen parking spaces on our property. The apartment building to our southside shares the driveways with us and no one is authorized to park in their portion of the parking lot south of our entrance driveway.
15. Coffee Prep Area is available and may require an additional fee. Renting this area gives you access to coffee making supplies, dishes, and sink. The use of the stove and oven is prohibited, and we likely cannot accommodate an event

that plans to serve a full meal. You are responsible for cleaning up after the event.

16. The piano is available for an additional fee. The piano is not to be moved unless under the supervision of the Fellowship's authorized representative due to an installed humidifier (liquid could spill on the interior of the piano). Nothing may be placed on the piano.
17. Please respect any other activities in the building that may be simultaneous with rental activity as well as the residential properties and occupants adjacent to this property as we expect them to respect us.
18. If required for building rental, the security deposit can be refunded to the renter once **furniture and furnishings are returned to their pre-event arrangement** and agreed upon conditions of cleanliness are confirmed.

RATES

The rates listed below are based on six or fewer hours of facility use between the hours of 8:00 AM and 10:00 PM. Discounts may be available for long-term rentals and non-profit organizations.

AREA	CAPACITY	COST (Co-Sponsored/Non-Member)
Sanctuary	125	$50 / $100
Sanctuary with Piano	125	$75 / $150
Conference Room	20	$25 / $50
Classroom 1	15	$25 / $50
Classroom 2	15	$25 / $50
Classroom 3	15	$25 / $50
Coffee Prep Area	20	$25 / $50

SECURITY DEPOSIT

Single or Multiple Rooms	$100/ $200
Piano Use	$50/ $100

The following additional services and equipment may be available:

- Audio-visual equipment use and training
- Musicians