

Building Practices of the First Unitarian Church of Omaha

Updated September 2024

Overview

The primary purpose of the church building is for use by the congregation. Therefore, priority will be given to church activities, church team meetings, and church fundraising and fellowship events. Church groups and church events do not pay a rental fee.

Rental of the church will require explicit approval from the Ministry Team Council (MTC). No exceptions will be made unless expressly stated, and the approval process will ensure alignment with the church's mission.

Liability insurance is required for all non-member building rentals or usage. This applies to all organizations, groups, or individuals renting or using the church premises, without exception.

Context: First Unitarian Church, as of 9/26/24, does not have property insurance. This suggests that we need to be strict in the following of the following policies designed to manage the risk aspects of First Unitarian Church.

Rental Policy

- Rental of the church is at the discretion of the MTC. Any rental will be considered within the context of how the event supports the church's mission.
 - **Nonprofit groups** with a mission closely related to that of the church may receive a reduced rate of **\$100** for the common room or sanctuary (for less than 4 hours of use) provided the event is not for profit. A church member must ensure event responsibilities are fulfilled for such events.
 - No fee waivers or reductions will be offered for **for-profit events**.
 - A church member of representative must be present during all rental situations.
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Member Use

Active church members may use the church free of charge for weddings and memorial services. This waiver applies only to the church member, his/her parents, and children.

Active members may receive a **50% discount** for other events (such as non-church group meetings, birthday parties, etc.) provided they have made a pledge and contributed within the last 12 months.

Procedure

All rentals require submission of a request form available in the church office or online. The request is not considered accepted until it is approved by the MTC and half of the fee is paid.

Building usage must align with the purpose specified in the rental application, and no other purpose is permitted.

Rental Fees (for four hours or less)

- Sanctuary: **\$300**
- Common Room: **\$200**
- Common Room & Kitchen: **\$250**
- Sanctuary, Common Room & Kitchen: **\$500**
- Merritt Lounge (15 people or less): **\$75**
- Individual Classroom (15 people or less): **\$75**

*Wedding fees are detailed separately in the wedding packet.

Best Practices and Additional Notes

- All building rentals require proof of liability insurance. No exceptions will be made.
- MTC must approve all uses of the building unless explicitly stated otherwise.
- Ensure clarity on the purpose of events and ensure all rentals align with the church's mission.