

Unity North Atlanta
Policy and Procedure

Policy Name: Facility Rental	Date Created: November 3, 2014
Policy Number: UNAC-140003	Date Approved: December 18, 2014 Renewed January 18, 2018
Category: Financial Management	Expiration Date: January 18, 2021
Approved By: Policy & Procedure Committee Finance Committee Board of Directors	Revision Date: November 8, 2017

Purpose of Policy: To clearly define the Unity North Atlanta (UNA) spaces available for rent, the guidelines for usage and the associated fees.

Definition of Rental Space: Any space available on the UNA campus for which a rental contract will be written, approved and signed by both the rental party and UNA. Only the space is rented. Spaces available for rent are:

- The Sanctuary
- Sanctuary Foyer
- Classrooms
- Holy Grounds Café
- Peace Chapel
- Administration Building Offices
- Gathering Room
- Outdoor Spaces


Rental Types:

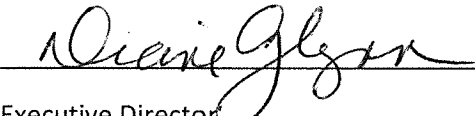
1. A **Straight Rental Agreement** is defined as a signed contract between UNA and the lessee for space that is rented for a pre-determined fee (**see Appendix A**) Any additional requirements for the Event are handled by the lessee at no cost and no liability to UNA. Little or no staff support is provided. Examples are Concerts, Dance Recitals, Memorials, Weddings, Workshops.
2. A **Free Rental Agreement** is defined as a signed contract between UNA and the lessee for space for which there is no charge. Examples are Scout Meetings, Memorial for Members, Catastrophic Event.
3. **Split Rental Agreements are addressed in Policy UNAC 170003, Collaborative Events.**

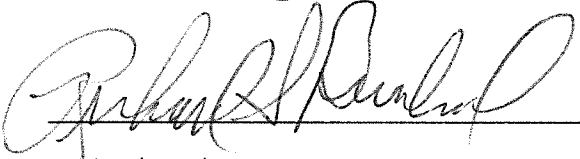
Procedures:

1. All requests for space rental are handled by the Facility Manager with the assistance of the Office Manager. If calls come through to any other staff member, they are transferred to either the Office Manager or the Facility Manager to verify the reason for the rental and to verify space availability. (**see Appendix B**)

2. Unless expressed otherwise, if the rental is for a Wedding or a Memorial Service, the Facility Manager will advise the client that our Senior Spiritual Leader will contact them once the availability of space is verified and the fees for rental are discussed.
3. The purpose for the use of the space must not conflict with the Vision and Mission of UNA.
4. Rental Fees are included in **Appendix A** and are subject to change with the approval of the Executive Director and Senior Spiritual Leader. Fees are non-negotiable unless approved by the Executive Director and Senior Spiritual Leader.
5. UNA does not provide or handle transportation, lodging or marketing for lessees.
6. UNA does not provide marketing space other than space on the Community Bulletin Board.
7. All Agreements (see Appendix C) will include clearly defined responsibilities of both the lessee and UNA.
8. The Facility Manager is responsible for creating, implementing and enforcing any and all Rental Agreements.
9. Once the availability of space(s) is confirmed, a completed contract is signed, and applicable deposit is received, the rental is added to the Church calendar

 _____	Tracey Quillen _____	<u>1/22/18</u> _____
Board Chairperson	Printed Name	Date

 _____	Diane Glynn _____	<u>1/22/18</u> _____
Executive Director	Printed Name	Date

 _____	Richard Burdick _____	<u>1/22/18</u> _____
Spiritual Leader	Printed Name	Date