

# Employee Use of Church Spaces Policy

## Purpose

Foothills Unitarian values our employees and recognizes that access to church spaces can provide meaningful opportunities for personal gatherings. This policy outlines the conditions under which employees may request the use of church facilities at no charge.

## Policy Statement

Employees may request to use church spaces up to **two (2) times per calendar year without charge**, provided that all conditions below are met.

## Conditions of Use

1. **Restoration of Space** - The employee must return the space to its original condition and setup after use.
2. **Cleaning Costs** - If additional cleaning is required, or if the event necessitates professional cleaning, the employee is responsible for all associated costs.
3. **Audio/Visual Needs** - If hosted AV services are required, the employee is responsible for the related costs.
4. **Scheduling Priority** - Church activities and programming take priority. Employee use is permitted only when the requested space is available and not needed for church purposes.
5. **Advance Reservations** - Employees may not reserve space more than sixty (60) days prior to the event.
6. **Financial Benefit** - If the event involves ticket sales, fees, or any form of personal financial benefit, the employee must pay the **lesser** of:
  - Ten percent (10%) of event profit, **or**
  - Fifty percent (50%) of the Foothills Friends & Members Rental Rate.

## Exceptions

Any exceptions to this policy must be approved in advance by the Executive Director.

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