
Title: Adult Religious Education Programs: Use of Building and Financial Arrangements

For revision history see last sheet

1.0 PURPOSE:

To provide procedures for arranging Adult Religious Education (ARE) Classes, Scheduling Space at the Unitarian Society of New Haven (USNH) and Paying Instructors.

2.0 EVENTS/CLASSES COORDINATED THROUGH/WITH the ARE COMMITTEE**2.1 Process 1. USNH members and friends teaching a class for the USNH community.**

2.1.1 The instructor will not be charged for building use.

2.1.2 The instructor will not be paid for his/her services.

2.1.3 Participants will not be charged a fee by the instructor.

2.1.4 The Instructor or ARE Committee will schedule building use through the administrative office, via the Office Manager.

2.1.5 The ARE Committee may charge and collect a fee from each participant to cover the cost of materials.

2.2 Process 2. ARE Committee-sponsored building use.

2.2.1 If the ARE Committee decides to offer a course for USNH members and the public, and requires a non-member instructor and/or speaker, that instructor will not be charged for building use. Fees may be assessed in the following ways to be negotiated by the ARE Committee.

2.2.1.1 The instructor may be paid a flat fee by USNH, and the ARE Committee could charge and collect a fee from each participant to offset the cost.

2.2.1.2 In lieu of payment by USNH, the instructor may be authorized to charge and collect a fee from each participant, giving USNH members priority and a discounted course fee.

2.2.1.3 **Note** that this process could also be followed for members of USNH who, at the request of the ARE Committee, provide professional services to the USNH community.

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3.0 EVENTS/CLASSES REQUIRING RENTAL PAYMENT***3.1 Process 3. USNH pledging members requesting use of USNH building to offer a revenue-generating class.**

3.1.1 The instructor may rent building space at Category IV rates, if the instructor is willing to give priority to USNH members and to offer USNH members a discounted course fee.

3.1.2 The instructor must schedule building use through the administrative office, via the Office Manager, subject to space availability.

3.2 Process 4. Non-members of USNH requesting use of USNH building space to offer a class.

3.2.1 If a non-member requests the use of building space to offer a course, they may rent space at Category IV rates.

3.2.2 The non-member instructor is responsible for assessing his/her own fees.

3.2.3 The non-member instructor must schedule building use through the administrative office, via the Office Manager, subject to space availability.

* Applicable to those who rent space for a class or workshop not affiliated with a USNH committee or programming. Fundraising events are free of rental payments but would be in accordance with SOP-0002.

REVISION HISTORY

Rev	By	Date	Changes Made
1	Jesse Greist	02/22/2020	Transcribed by J Hill from document written 6/2002
A	Jeremy Hill	03/09/2020	Added 2 sentences preceded by an asterisk.