

## **Free Congregation of Sauk County: Use of Facility Priorities**

Facility use requests by persons, groups, and organizations shall be deliberated, acted upon, and assigned charges according to the following:

### **First Priority Use**

FCSC committees and groups under the coordination of the Board of Directors or the FCSC Consulting Minister or the FCSC Administrator may use the facilities for their regular meetings, programs, and events with no fee. A security/damage deposit may be required in the event of higher risk situations. Such users are not required to complete a Facility Use Agreement unless requested by the Board, the Minister, or the Administrator.

### **Second Priority Use**

FCSC members and pledging friends/supporters may use the facilities without charge for rites of passage and certain other special events (see below) provided that they have been members in full standing for at least 90 days prior to their facility use request, or pledging or contributing friends/supporters in the current year OR, if before March 31, for the previous calendar year. Some of these uses may require a Building Services Coordinator fee and/or security/damage deposit as listed in the Facility Use Fee Schedule.

### **Third Priority Use**

Groups not affiliated with the FCSC but whose purpose and principles are clearly compatible with those of the FCSC may arrange for use of FCSC facilities on a regular or single event basis with the approval of the FCSC Administrator, or an authorized agent of the same, provided that their use does not interfere with the regular Congregation program. These groups must complete a Facility Use Agreement. Basic facility use fees, additional fees, and security/damage deposit will apply. At the discretion of the FCSC Administrator, or an authorized FCSC agent, the facility use fees may be reduced or waived for groups with limited funds or for other special circumstances.

### **Fourth Priority Use**

Non-profit or not-for-profit groups and organizations whose purposes and principles are not incompatible with those of the FCSC may arrange for use of FCSC facilities on a regular or single event basis with the approval of the FCSC Administrator, or an authorized agent of the same, provided that their use does not interfere with the regular Congregation program. These groups must complete a Facility Use Agreement. Basic facility use fees, additional fees, and security/damage deposit will apply.

If the FCSC Board of Directors deems it advisable, Fourth Priority groups may be asked to seek the sponsorship of an appropriate Congregation committee. For example, a political issue discussion group may be referred to the FCSC's Social Justice Interest Group.

## **Fifth Priority Use: Businesses and Private Parties**

Businesses and other private or private-sector parties may arrange for use of FCSC facilities on a single event basis through special arrangement with, and approval by, the FCSC Administrator and the FCSC Board of Directors. These parties must complete a Facility Use Agreement. Facility use fees will apply.

## **Restricted and Prohibited Uses**

The use of FCSC facilities by a partisan political group is prohibited unless the purpose and principles of the group are clearly within the stated purpose and principles of the FCSC and the purpose of the event is wholly or in large measure educational or informational rather than polemic, provocational, or incendiary; or whose *manner of presentation* is blatantly directed to promote a specific electoral outcome. (Example: Because the FCSC has established itself, by a vote of the Congregation, as a “Welcoming Congregation”, an event organized by Wisconsin Won’t Discriminate may be permissible as long as it is informational and/or educational, appeals to reason rather than to emotion, does not limit or restrict participation, and allows for an open forum for questions and discussion.)

In keeping with the 154-year-old Free Thought tradition of the FCSC, the use of FCSC facilities for free and open, non-partisan discussions of political issues is both allowed and encouraged. Moreover, and in keeping with that same 154-year-old tradition of full disclosure, open debate, and free discussion, even partisan events or presentations may be allowed *if and only if* there exists an easily identifiable person, group, or party that has an opposing or dissenting view AND that person, group, or party is a) notified in advance of the original event, and b) invited to use the same or comparable FCSC facilities, under the same terms and within a reasonable amount of time since the original event, to present its point of view. (For example: a “listening session” with challenging Democratic candidates for State Assembly and State Senate might be allowable if and only if the Republican incumbents were notified in advance and invited to hold their own “listening session” in such manner and at such time as does not afford them a discernible advantage or disadvantage.)

## **Long Term Use Requests**

Groups wishing to lease FCSC space on a continuing long-term basis must receive prior approval of the Board of Directors. Every effort should be made to ensure that this use of space does not have a deleterious effect on the regular programs and activities of the Congregation.

## **Conflicts**

The above priorities notwithstanding, once an event has been scheduled, it is “on the calendar” and will not be canceled by the FCSC to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the FCSC administrator will notify both groups promptly and involve both parties in efforts to resolve the situation to everyone’s satisfaction.

## Free Congregation of Sauk County: Use of Facilities Fee Schedule

Please refer to "Use of Facility Priorities" for definitions of the various categories of users.

### Time Period of Use

The fees listed below include use of the designated area for a four-hour maximum time period. Additional fees will be assessed for time periods that exceed this four-hour maximum.

### Priority One and Two

No charge. However, use of facilities for a reception after a rite of passage or for a similar event sometimes involves considerable expense for the Congregation. All members, friends, supporters, and other groups will be expected to pay the Additional Fees listed below.

### Priority Three, Four, and Five

Facility Use Fees by Individuals or Groups:

<b>PARK HALL</b>	<b>COST Priority 3 &amp; 4</b>	<b>COST Priority 5</b>
Main Hall	\$75.00	\$200.00
Community Hall (downstairs)	\$50.00	\$100.00
Kitchen	\$35.00	\$75.00
Library ( <i>N/A at this time</i> )		
Balcony ( <i>N/A at this time</i> )		
<b>ENVIRONS</b>		
Bandstand		\$75.00
Picnic Shed ( <i>N/A at this time</i> )		
Grounds		\$75.00
Main Hall-Community Hall-Kitchen	\$135.00	\$325.00
Entire Building and Grounds	\$200.00	\$400.00

### Additional Fees (for all Priorities):

- Facility Services Coordinator 125% current rate of pay; four hour minimum.
- Security/Damage deposit for Receptions, parties, other high-activity events \$150 minimum
- Parlor Grand Piano \$50

