

UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE

Policy on Requests for Reduction or Waiver of Fees and Request Form

The Unitarian Universalist Fellowship of Poughkeepsie (UUF) has a long history of assisting groups and/or individuals whose purpose, goals, ideals, philosophy and/or actions are consistent with the broad ideals of Unitarian Universalism in their need to meet regularly in a safe environment. As part of that history, the UUF has, from time to time, considered requests for reductions or waivers of rental fees. In order to provide a consistent framework for consideration of such requests, the Board of Trustees (BOT) adopts this policy.

First, the BOT will consider whether or not the organization, individual or event affirms, promotes or otherwise exemplifies any of the seven principles:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

Second, the BOT will consider whether or not the organization, individual or event has been endorsed or otherwise supported or sponsored by a committee or other recognized group of UUF members, such as, but not necessarily limited to:

- Building and Grounds Committee
- Committee on Ministry
- Endowment Committee
- Finance Committee
- Hospitality Committee
- Leadership Development Committee
- Lifespan Faith Development Committee
- Membership Committee
- Program Committee
- Social Justice Committee
- The Big Backyard Project
- Helen Baldwin Singers
- Seniors Group
- Spiral Web
- Spoken Word
- Uniplayers

Consideration may be given to organizations, individuals or events that may not explicitly affirm, promote or exemplify the seven principles where there is compatibility with the mission of the UUF or any of its Committees or recognized groups. The BOT may request that appropriate committees or groups review requests for reductions/waivers and provide the BOT with a recommendation. Alternatively, an applicant may preemptively seek such a recommendation prior to applying to the BOT and attach same to the request form.

Third, the BOT will consider:

- Whether or not the organization or the event will be charging admission or requesting a donation
- Whether or not merchandise (including food and/or beverages) will be sold or offered for a requested donation
- The purpose to which any monies collected will be put

If money is being raised, greatest consideration should be given to reducing or waiving fees where those monies go directly to a population or cause consistent with the consideration given to principles, as opposed to covering general operating expenses, depending on the mission and other available sources of revenue.

Fourth, the BOT will consider whether or not the organization or individual might, in lieu of rent, provide a contribution or service to the UUF that would off-set the cost of the reduction or waiver of the rental fee.

Finally, it is suggested that where the BOT finds itself approving any request for reduction or waiver of fees based on several and/or significant point of compatibility, establishment of a formal association with the benefiting organization, individual or event should be given the highest consideration.

**UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE
Request for Reduction or Waiver of Fees Application Form**

APPLICANT INFORMATION

Name: _____ UUFP Member: ___ Yes ___ No
Address: _____
Phone (day/cell): _____ email: _____
Organization: _____ Not-for-Profit: ___ Yes ___ No
UUFP Committee/Group Affiliation: ___ Yes ___ No Specify: _____

If there is an affiliation, it is strongly recommended that written support for the request for reduction/waiver from the committee/group be attached to this application.

BASIC EVENT INFORMATION

Describe Event: _____
Purpose of Event: _____
Number of people expected: _____ Is event open to the public? ___ Yes ___ No
Required admission: ___ Yes ___ No Requested donation: ___ Yes ___ No Amount: _____
Will merchandise/refreshments be sold? ___ Yes ___ No Specify: _____
How will any proceeds from this event be utilized? _____

Request is for: _____ Reduction of rent by _____ per cent
_____ Waiver of rent in its entirety

Reason(s) for requested reduction/waiver: _____

Is there a service you/your organization could provide to off-set the reduction or waiver? ___ Yes ___ No
Specify: _____

↓ **FOR OFFICIAL UUFP USE ONLY** ↓
RECORD OF ACTION ON REQUEST FOR REDUCTION/WAIVER OF RENT

Does the organization/individual/group affirm, promote or exemplify the seven principles? ___ Yes ___ No
Specify: _____

Is there UUFP committee/group support? ___ Yes ___ No Specify: _____

Is the use of any proceeds consistent with the seven principles? ___ Yes ___ No

REQUEST FOR ___ REDUCTION OF _____ % OR ___ WAIVER IS: _____ APPROVED ___ DENIED

Conditions of approval, if any: _____

Board of Trustees Signature (Print: _____)

_____ Date