

POLICIES AND GUIDELINES FOR EVENTS AND USE OF SPACE AT UNITY CHURCH OF PRACTICAL CHRISTIANITY (UCPC)

Types of events:

All Events and Activities require Events Team, Ministerial, and in some cases Board review and approval. There are three classifications of events that fall under Events Team area of responsibility:

- **UCPC Church Supported Events** are those that are envisioned, planned, and supported by members of UCPC. These are generally presented on a suggested love offering basis. Examples: Book Study Groups, Classes other than ministerial or LUT led.
- **Workshops, Seminars, Classes, and Retreats** are those that include bringing in an outside presenter or facilitator. These are generally the suggestion of a member or regular attendee, and that individual is responsible for the planning and execution of the event. These are generally presented with an agreed upon ticket or admission fee. (See below for compensation breakdown.)
- **Social Activities** are presented for the purpose of providing an opportunity for individuals to gather and socialize. These are generally presented with no fee.

Use of Space

UCPC provides use of space for a fee to groups and individuals as a part of the support of and service to the surrounding community. Use of Space requests are reviewed and approved by our office staff in conjunction with the Minister and Board Chair.

Fees

- **UCPC Church Sponsored Events:** Unless otherwise agreed upon, church sponsored events are presented on a love offering basis with 100% of the proceeds coming to UCPC. Exceptions include events put on to raise funds for a specific project or organization. All funds must be processed through the church office.
- **Workshops, Seminars, Classes, and Retreats:** Unless otherwise agreed upon, proceeds from these events are split 70/30, with 70% payable to the presenter or facilitator, and 30% to UCPC. All monies will be processed through the church office (checks payable to UCPC, electronic payments processed through our resources), and payment will be remitted the first business day following the conclusion of the event. Payments processed by credit card will include an additional 4% processing fee to offset charges from our vendor.
- **Use of Space:** Unless otherwise agreed upon, Use of Space rental fee is \$75 per hour. A 50% deposit is required to hold the date/reserve the space and is due when the signed Facilities Use Agreement is submitted. Balance of payment is due not less than two weeks in advance of the rental. Payments processed by credit card will require an additional 4% processing fee to offset charges from our vendor. If access to the space is required prior to the actual event time, outside of our regular business hours, that time will be included in the rental fee.

Contact our office to receive the Facilities use Agreement and Building Use Policy.

Travel Arrangements: Unless otherwise agreed upon, travel and accommodations are generally the responsibility of the presenter or facilitator. If assistance with travel and accommodations is needed for the event, details can be discussed and included as part of the contract negotiation. Transportation is the responsibility of the presenter or facilitator; however, if assistance is required for local travel, please include this information in the Event Submission Form so this can be included as part of the volunteer needs for the event.

Cancellation: If an event is canceled or there is a failure to appear, the presenter agrees to reimburse UCPC promptly upon receipt of a submitted statement for all out-of-pocket expenses incurred in promoting, preparing for, or arranging the event. In the case of confirmed cancellation of reservation of rental, the deposit will be returned if canceled two or more weeks prior to the event. If the event is canceled by UCPC, refund will be limited to any prepaid deposits made to UCPC.

Audio/Video Recording and Live Streaming: Permission to produce an audio or video recording, or to live stream the event for availability to our congregation and public is requested for all events. Any proceeds from the sale of recordings will be considered a donation to UCPC unless otherwise agreed upon.

Use of UCPC AV Equipment: Use of our AV Equipment is contingent upon your technician meeting with our AV Team Lead ahead of the event date to review equipment use instructions and to assure competency. If no such individual is available, our AV Team can be made available for a fee of \$25 per hour per person.

Marketing and Promotions

- **UCPC Sponsored Events:** Promotional materials will be created by UCPC's office staff and events will be publicized on our website, social media, our weekly e-newsletter, and Sunday service announcements.
- **Workshops, Seminars, Classes, and Retreats:** It is the presenter's or facilitator's responsibility to provide UCPC with all promotional materials, including an outline of the event, workshop, or class and any prepared press release. It is also the presenter's or facilitator's responsibility to assist in promoting via their own social media, website, and other means of communication. Flyers or posters can be emailed to us in Microsoft Word, Publisher, PowerPoint, PDF, or JPG/PNG formats.

Classes, Programs, Workshops and Seminars Policy

All classes taught at, sponsored by, or affiliated with UCPC shall incorporate or reflect the Truth principles taught by Unity, and shall be compatible with the programs and mission of the Ministry. All persons or groups desiring to teach classes must complete an Event Submission Form that is then considered by the Senior Minister for approval.

An evaluation of each speaker, seminar, or workshop shall be conducted. The evaluation should include information regarding spiritual and educational value, financial arrangements and results, attendance, and any other information that may be pertinent.

Events, Classes, Programs, Workshops and Seminars Procedure

The person or group presenting on-site classes, programs, workshops, and seminars must agree to observe all building use and security rules of the Ministry. Non-member presenters must have a keyholder member willing to assume responsibility for opening and closing the building, as well as assuring the clean-up and reset of building are completed according to UCPC's requirements.

Compensation for Teachers, Leaders, and Presenters

Licensed Unity Teachers, Ministers, and other leaders, except as noted below, receive 70 percent of the class offering of the class they teach. These classes must be requested and approved by the Senior Minister. The Ministry sets the suggested love offering for these classes.

For tithing classes (e.g. 4-T's, Keys to the Kingdom, Prosperity in Action or any other tithing class) the Licensed Unity Teacher or Minister or other credential leaders is compensated at 10% of the total class tithe.

Classes taught by other teachers and leaders (not LUTs or Ministers) are usually offered with an understanding that the Ministry receives 30 percent of the class offering or income. Working with the designated Ministry representative, teachers negotiate a suggested or required class offering or fee and have the right to cancel the class if there is not adequate enrollment or attendance.

The Senior Minister may, as necessary, change the pay schedule (with the exception of tithing classes) to instructors/speakers in order to provide spiritual education to the congregation. This might include payments to outside speakers, Licensed Unity Teachers, leaders and Ministers.

Space rental only: Classes are also sometimes offered on a space rental basis. In this case, the teacher pays the appropriate rental or usage fees to the Ministry, regardless of class income, which goes solely to the teacher. Building Use Policy applies for the rental of Ministry space, presented in the Use of Space Agreement. Contact our office for space rental only.

Events Requiring Funding: Special events, days and celebrations are established by the Senior Minister and the Board as appropriate to the special situation. Congregants wishing to organize an event will be asked to use the Special Events Proposal instructions and forms to submit their request to the Senior Minister for approval. If a cash bank or seed money is required, the request must be submitted to the office at least two (2) months prior to the date the event needed.

Are you requesting funding from UCPC for this event; and if so, enter amount requested under the "additional information" section of the Event Submission Form.