

## ADULT PROGRAM FACILITY FEES

September 24, 2019 - ongoing

The facility usage fee for USH Adult Programs is increasing a ***modest amount*** effective October 1, 2019 after many years with no increase. The purpose of this fee is to help offset some of the operating costs related to managing the facility. There will not be any fee for the core spiritual USH programs, such as UU and You, or Wellspring. Also, there is not a fee for programs held off site. Some programs have an additional fee to cover the cost of paying an instructor, or for supplies or food. This memo is just about the fee for usage of the facility which has been \$5 per semester for several years.

- Weekly programs that run 6 – 13 weeks per quarter will now cost \$10 per person per quarter. Adjustments can be made for programs that span multiple quarters but don't exceed 13 weeks. Payments should be made by the end of each quarter. The quarters follow the fiscal year and are as follows:
  - 1<sup>st</sup> Quarter: July - September
  - 2<sup>nd</sup> Quarter: October 1 – December 31
  - 3<sup>rd</sup> Quarter: January 1 – March 31
  - 4<sup>th</sup> Quarter: April 1 – June 30
- Single event programs and those that have 1 – 5 sessions will now cost \$2 - \$5 per event or per week depending on what is appropriate given the event. The instructor or sponsor should make a recommendation to the appropriate Council Chair for concurrence.
- Instructors, facilitators, or program liaisons are responsible for collecting the fees at the beginning of each program and submitting them to Brian Mullen, Bookkeeper.
- Hardship cases: The program liaison and instructors have the authority to reduce or waive a fee for an individual due to hardship using their judgement. Fee waivers should be noted on the quarterly class roster.
- People interested in offering or hosting a new program should complete the Adult Program Request Form (attached and on the USH Website under Adult Programs) and send it to the Chair for the Council Within, or the appropriate Council Chair for review and approval.
- Class Rosters should be sent to the Office Administrator for each at least quarterly.

Decisions to waive or adjust fees for a particular course will be made by the Adult Program Advisory Committee as needed. The committee consists of the Chair of the Council Within, Reverend Heather Rion Starr and one other board member. Questions about Adult Programs should be directed to the Chair of the Council Within.

***Thank you in advance for your efforts to provide adult programming at USH!***