

<b>University Settlement Policy</b>			
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<b>Issued:</b>	October 20, 2009	<b>Effective:</b>	October 26, 2009

**POLICY STATEMENT**

University Settlement rents space to community partners, non-profit organizations and commercial organizations. We do this in an effort to address community needs and to provide low-cost space to the community-at-large.

**PURPOSE**

The purpose of this policy is to outline the rules governing space rental.

**SCOPE**

This policy applies to 23 Grange Road.

**PROCEDURES**

1. All rental applicants must abide by the rules and regulations of the University Settlement rental agreement and space specific use guidelines
2. All rental fees will be reviewed annually as a part of the budget process and groups using the facility will be informed of any changes to the fee structure.
3. Our rental fee structure is based on the following categories:
  - a. **Nonprofit organizations** (proof of nonprofit and/or charitable tax status must be filed with University Settlement)
  - b. **Other user groups**
  - c. **Community partners.** Eligibility status of community partners is determined by the agency Management Team members, Senior Director of Administration and/or the Executive Director. Those identified may utilize rental space at minimal fee or free
4. Rental periods for ongoing programs will be divided into sections of:
  - Summer: July 1 to August 31 (Confirm before May 15)
  - Fall: September 1 to December 31 (Confirm before July 15)
  - Winter/Spring: January 1 to June 30 (Confirm before Nov 16)
  - Invoices will be prepared and available for distribution two weeks before the dates listed above.
  - Payment of the invoice for the **summer season rental** must be completed in full **prior** to the summer rental period.
  - Payment of the invoice for the **fall and winter/spring rental** may be completed by payment in full prior to the rental season **or** 50% payment prior to the rental season with the balance in a post dated check (winter/spring dated March 31 and fall dated October 31)
  - Failure to pay your rental fee within two weeks of start of your rental may result in the loss of rental space.