

**UNITARIAN UNIVERSALIST CONGREGATION
FACILITY USE POLICY
For Non-Regularly Scheduled Activities By Members/Non-Members**

Unitarian Universalist Congregation (Church) is pleased that you plan to conduct your event here and look forward assisting you. Please read through this policy. Specific guidelines apply to the use of the various rooms, equipment, and other Church resources. Our Board designed this policy to give you the information necessary to help us maintain our facility.

RESERVING THE FACILITY

Members and non-members of Church may reserve the facility. The Church may refuse any request. Any use by outside groups must not conflict with the Church's schedule or with the mission and purpose of the Church. Any for-profit political events or functions are prohibited. Members should limit their requests for non-Church related events to events for themselves and their immediate family members (e.g., baby/wedding showers, receptions, etc.). When outside groups use the Church facilities, a Church employee or designated Church member must attend and remain during the event. Church-sponsored events do not require reservation forms.

SCHEDULING

You must schedule all events with the Church office. The Church will schedule all uses on a first-come, first-served basis (applying the usage priority). The Church may require you to complete the attached Facility Use Request Form and return it to the Church office with any fees/security deposit before the Church will approve your event and place it on the Church calendar. The Church will notify you if it approves or denies your request. The Church may rescind or reassign any reserved space based upon our usage priority policy.

Usage Priority:

- (1) Church Functions;
- (2) Church-Related Ministry Functions;
- (3) Church Member Use; and
- (4) Non-Member Use

FEES AND DEPOSIT

Different fee schedules apply to members and non-members. If a member reserves the Church for a community group, non-member fees apply. The Church staff or Trustees may waive the fees and deposit at their discretion.

- Non-members rental fee: \$20.00 per hour (with a two-hour minimum).
- Custodial staff fees for set-up and clean-up are \$15.00 each for members and \$30.00 each for non-members.
- A \$100.00 refundable security deposit is required for all non-members. You must pay fees/security deposits when we approve your reservation. The Church will not place your event on the Church calendar until you pay these fees, deposits and charges.
- See "SAFETY AND LIABILITY" section below detailing grounds permitting Church to forfeit your security deposit or fees.

GENERAL REQUIREMENTS

- THE CHURCH MUST APPROVE ALL DECORATIONS. YOU MAY NOT USE TAPE, NAILS, SCREWS, GLUE OR OTHER PERMANENT ADHESIVES WITHOUT WRITTEN PERMISSION. YOU MUST REMOVE ALL DECORATIONS THE DAY OF THE EVENT.
- Groups may use only those rooms and areas requested and reserved.
- YOU SHOULD NOT move or rearrange Church furnishings and equipment without specific Church approval.

SAFETY AND LIABILITY

The Church wants to provide a safe and healthy environment for anyone attending an event on our property. We ask that you take precautions as well.

- *A responsible member of your group (sponsor) should schedule the reservations.* Designate a member of your group as the contact person, who will insure your group members comply with our Facility Use Policy. The contact person will provide appropriate supervision and risk management for your group and will remain responsible for the oversight and behavior of your group.
- *Outside groups using Church facilities should provide evidence of adequate insurance* to cover their personal injuries and liabilities which may include a certificate of insurance.
- *Groups using the facilities should locate all fire exits and fire extinguishers.*
- *Your group must leave the premises clean and all equipment used in the condition you found them* before your event or function. Leaving the facility unreasonably dirty, causing loss or damage to Church property, not returning room set-ups to their original condition, or failing to secure the premises may prohibit your group from using the facility in the future, forfeiting your security deposit, and incurring additional fees.
- *The sponsor shall pay the full cost of any loss or damage to Church property* resulting from your group's use of the facility. If the amount of any loss or damage exceeds the amount of the security deposit, the sponsor shall pay the Church the remaining balance. The Church staff or Trustees may waive this requirement in their discretion.
- *When the event includes children the contact person shall insure that the group properly supervises the children at all times.*
- *Children (and adults) shall use only the areas reserved for the event.*
- *Childcare is not provided for groups other than scheduled Church activities.* According to Church's security policies, only Church-approved childcare workers may provide childcare.
- **POSSESSION OR USE OF INTOXICANTS, ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS AND SMOKING AND ANY OTHER USES OF TOBACCO ARE PROHIBITED IN THE BUILDING AND ON THE CHURCH GROUNDS.**
- *The Church is not responsible for personal items* brought to the Church by Church members or outside groups for use in any function or event; nor shall the Church be liable for such items lost, stolen or damaged. The Church assumes no responsibility or liability for any injuries or loss of or damage to property.

CLEAN-UP/CLOSING RESPONSIBILITIES

You must keep the area(s) reserved as clean as possible. You are responsible for the following checklist:

- Return the set-up of the room and all equipment to the condition found upon arrival.
- Vacuum or broom-sweep all rooms, wipe up any liquid spills. In the Church, you will find broom, mop and vacuum in the closet in the children's Religious Education room. In the Chalice Center, you will find cleaning goods in the kitchen.
- Properly dispose of the contents of trash cans and all leftover food, paper products, and any other trash, in trash bags and place in the dumpster (located in the parking lot).
- Check bathrooms (pick up trash, flush toilets, etc.)
- Turn off All lights in rooms, bathrooms, and hallways before leaving.
- Lock all room doors and exterior doors (if group has key/entry pass) upon leaving.
- Remove and dispose of all decorations (if any) and personal items you brought for the event.

Additional Kitchen requirements –

- Wipe all counter tops.
- Wash any pots and pans used and return to shelf.
- If used, the refrigerator/freezer should be wiped out and discard or remove all food you brought.

EMERGENCY CONTACTS

If a problem arises during the event/function which you cannot handle, or in the event of a fire, tornado, or other emergency, etc., please call a person listed on the emergency list below in the order listed:

Name (Home Phone/Cell Phone #)

I/We agree to the conditions of use listed above in the Facility Use Policy and assume responsibility for compliance.

Any loss/damage repair costs, liability for injuries, or other similar charges will be borne by me/us.

I/We paid in advance for the rental, security deposit and/or set-up and clean-up fees required by my/our proposed usage if requested on Facility Use Request Form.

Any violation of this Facility Use Policy may result in the forfeiture of any or all of the security deposit.

I/We agree to indemnify the Church from all charges and costs related to our use of facilities and grounds owned by Unitarian Universalist Congregation.

_____ Date _____

Sponsor (Responsible Party)

For Church Office Use Only

Fees Received:

Date Received: _____ Approved: _____ Rental: \$_____ Set-Up: \$_____

Request Taken By: _____ Disapproved: _____ Security: \$_____ Clean-Up: \$_____

Facility Use Policy Signed By

**UNITARIAN UNIVERSALIST CONGREGATION
FACILITY USE REQUEST**

You will be contacted by the Church office regarding the status of your request.

NAME OF GROUP/EVENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Sponsor (Responsible Party): _____ Phone: _____

Group Leader (Contact Person): _____ Phone: _____

Church Member? Yes ___ No ___

Event Date: _____ Day of Week: (circle) Sun Mon Tues Wed Thur Fri Sat

Event Beginning Time: _____ Event Ending Time: _____ Event Set-Up Time: _____

Number of Attendees Expected: Adults: _____ Children: _____

Purpose Of Event: _____

Is this group non-profit? Yes ___ No ___ Will a fee be charged to attend? Yes ___ No ___

Room(s) Requested: Sanctuary ___ Chalice Center Meeting Room ___ *Kitchen ___

Other _____

FEES: Member Non-Member

Rental: NA **\$20/hr. (2-hr. minimum)**

Security Deposit: NA **\$100.00**

Set-up (Church): \$15.00 **\$30.00**

Clean-up (Church): \$15.00 **\$30.00**

For Non-Members: *Does your church or group have insurance to cover personal injury and loss or damage to Church property? (Refer to "Safety and Liability" section of the Facility Use Policy)*

Yes ___ No ___ Name of Insurer _____

(You may be asked to provide proof of insurance)

ROOM SETUP:

*I will set-up _____ **I want the Church to set-up _____

*I will clean-up _____ I want the Church to clean-up _____

Equipment Needed in Chalice Center: 4' tables _____ Chairs _____

Easel _____ Music Stand _____ TV/DVD _____ Marker Board _____

CHILDCARE: *(Refer to "Safety and Liability" section of the Facility Use Policy)*

Person in charge: _____ Phone: _____

Names of adults who will be supervising (2 needed) _____

Please give a brief description of your activities: _____

* Refer to "Clean-Up/Closing Responsibilities" in Facility Use Policy

** Attach detailed instructions/diagrams for set-up