

## Building Use Procedures

Attachment x

October 24, 2013

### 1) Scheduling

- a) At the beginning of the church year (August or September)
  - i) A year-long church calendar of meetings and events will be established. (Note that this is not happening at this time.)
  - ii) Check with all recurring church and non-church groups for accuracy of meeting places, times, and responsible person(s).
  - iii) Provide the Board with a list of on-going, non-church activities.
- b) During the year
  - i) Preliminary requests to use the UUCC building are received in written form, in person, or via telephone or email.
  - ii) Rooms are scheduled on a first-come, first-served basis.
  - iii) Non-church groups can schedule events no sooner than 90 days in advance.
- c) When scheduling rooms, especially for non-church use, consider UUCC mission, number of people using the building, amount of disruption to already-scheduled church activities, lateness of the event, use of space that church groups normally need (sanctuary, social hall, library, kitchen) and time and days of usage (evenings and weekends are heavily used by church groups.)
- d) Once the availability and suitability of the space are determined, depending on the type of use, the necessary paperwork is completed (see types of usage below) and any fees are collected.
- e) The event is added to the church calendar.
- f) If questions arise that cannot be answered by the Administrator using these established procedures or the Building Use policy, a Board liaison, appointed by the Board, will be consulted.

### 2) . Types of usage

- a) Church-related and Mountain Desert District, Northwest Region and Unitarian Universalist Association events/meetings/activities
  - i) Church-related events are Church operation or mission activities and events, such as committee meetings, social events, fundraisers, adult education classes, youth religious education activities, regional, district and association meetings.
  - ii) These types of events and activities must be sponsored by a church committee or by at least three church members.
  - iii) Any expansion of approved programming will be considered as a separate space use event and will be subject to the usual building use determining factors.
  - iv) Groups in this category do not pay a fee, key deposit, security deposit, or cleanup deposit.
  - v) A Building Use Reservation Form (Green Form) or other written communication containing the necessary information which includes group's or persons' names, description of activity, committee or persons sponsoring the activity, dates, space to be used, equipment needed, number of participants, and responsible person(s) is required.
  - vi) Completed Building Use Reservations information is filed in the filing cabinet by date of use.
  - vii) For recurring events, only one Building Use Reservation needs to be filled out for the entire year. Responsible person(s) should let the administrator know if the meeting or event is no longer taking place, if location needs to be changed, or if time and day of the meeting needs to be changed.
  - viii) The responsible church member or members must be present during the meeting. If the responsible church member(s) cannot be present, then it is the responsibility of the member(s)

to find another church member to be present during the meeting. If a church member cannot be present, the event must be cancelled. Non-members cannot be the responsible person in these instances.

ix) Keys must not be loaned. If keys are needed, the administrator will issue a key.

- b) Rites of passage use for church members and members of their immediate family (children and parents)
    - i) For weddings/receptions, memorial services, and dedications no fees are charged for use of the building.
    - ii) Cleaning and security deposits are required.
    - iii) If audio/visual/computer usage is needed, an authorized church technician must be present. Fees for usage are \$25/hr with a minimum of \$50 paid directly to the technician. The Sound and Light Committee chair can provide a list of authorized technicians.
  - c) Church members for non-church events
    - i) Parties, non-church meetings or activities, seminars, workshops, and so on constitute non-church events.
    - ii) Groups in this category pay a reduced fee.
    - iii) Security deposit and cleaning deposits are required. See Building Use Fees schedule.
    - iv) If audio/visual/computer usage is needed, an authorized church technician must be present. Fees for usage are \$25/hr with a minimum of \$50 paid directly to the technician. The Sound and Light Committee chair can provide a list of authorized technicians.
    - v) All fees must be paid in advance of the event.
    - vi) A signed Building Use Agreement is required.
    - vii) A signed indemnity release form is required
  - d) Non-members for non-church events
    - i) Fees are determined according to the Building Use Fees schedule.
    - ii) Weddings, memorial services, and parties have a separate fee schedule. See Building Use Fees schedule.
    - iii) Any event requiring the services of a religious professional must be cleared with the UUCC Minister before being scheduled. The UUCC Minister has first right of refusal for any religious service performed at UUCC requiring clergy support. Any religious event that requires ministerial services by non-members requires a separate fee and must be negotiated directly with the Minister.
    - iv) Special consideration may be given to non-profit organizations or groups with limited budgets. For all non-church events, fees are negotiable. Minimum fee for use by a non-profit is \$10.
    - v) Key, cleaning, and security deposits are required.
    - vi) If audio/visual/computer usage is needed, an authorized church technician must be present. Fees for usage are \$25/hr with a minimum of \$50 paid directly to the technician. The Sound and Light Committee chair can provide a list of authorized technicians.
    - vii) All fees must be paid in advance of the event.
    - viii) A signed Building Use Agreement is required. File a copy in the filing cabinet.
    - ix) A signed indemnity release form is required.
- 3) Additional considerations for non-church use:
- a) No on-going use by a for-profit group is allowed.
  - b) Fees and key, security, and cleaning deposits are collected before the event occurs and returned within seven days if the key is returned, the church is left clean, and no damage has occurred. Check with the sexton/custodian to be sure the building was left damage-free and clean.

- c) Insurance issues should be considered especially for high-risk activities.
  - d) If children will be present, guidelines for child supervision need to be discussed.
  - e) As necessary, arrangements are made for opening the building. Outside/non-church members must pay a \$25 key deposit, which will be returned upon return receipt of the key.
  - f) As necessary, a walk-through of the building is scheduled prior to the event so that those unfamiliar with the building can be shown restrooms, lighting, equipment, and so on. The parking lot, overflow parking and location of dumpster and recycling bins information may be shared.
  - g) In most cases, the kitchen can be used at no additional fee. Groups can use plates, cups, flatware, and coffeemakers. Groups must clean up and remove trash. Dishes must be washed according to the industrial cleaning procedure outlined in the kitchen, dried, and put away. Groups must provide their own coffee, tea, and disposable items (napkins, plates, and so on.) Generally, the church must be left the way it was found.
  - h) Events can be advertized in the community. While specific fees cannot be assessed for entrance to any event publicized, suggested donations can be published and accepted.
  - i) Users are given a copy of the Building Use Agreement, Fee Schedule, and Building Lockup Procedures for their own records.
  - j) Users should also be given contact information for the administrator or other responsible church member should they have a questions or in case of an emergency.
- 4) Miscellaneous
- a) Beer and wine can be served. No other types of alcoholic beverages are allowed. Other non-alcoholic beverages must be served.
  - b) On weekends only, overflow parking is available at Peak Wellness.
  - c) If any particular event is expected to be loud, the event must end by 10pm, in order to be respectful of our neighborhood location.
  - d) Users should be encouraged to be sensitive to our neighbors regarding parking. Since many neighboring homes only have on-street parking, use of the parking lot, direct church perimeter parking, weekend overflow lot should be used.
  - e) As per city ordinance, smoking is not allowed in any part of the building or within ten feet of any doorway.
  - f) All food service preparation and storage must follow posted guidelines. Any food service being advertised to the public must first be cleared through the local Health Department.