



The Unitarian Church in Summit

Facilities Usage Policies

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Adopted November 18, 2002

Facilities Usage Policies

1. Facilities Usage Defined By Group

Facilities of The Unitarian Church in Summit are available for Church events and for the use of members and friends eligible to vote under our bylaws, as well as for meetings and events for non-members and organizations whose purposes, goals and ideals are consistent with those of this Church and of the Unitarian Universalist Association of Congregations (UUA).

The classification of each potential use of facilities is derived from the relationship of the individual, group or organizers to the Unitarian Church in Summit ("UCS", "the Church").

A. Internal use – Refers to use by Church organizations for regular church business or special celebrations. Attendees are likely to be members of the Church.

B. Church-sponsored – An event or series of events organized by a group or committee within the Church to which the general public is likely to be invited. When admission is charged or donations accepted, the proceeds are donated to the Church or to a designated charitable cause specified in advance.

C. Individual use – Use of UCS facilities by an individual who has been a pledging member or friend for at least 12 months. Uses include "life celebration" events (wedding, memorial service, or dedication) as well as gatherings of a personal nature, connected to one or more Church members.

D. External use – Use of UCS facilities for events not directly affiliated with the Unitarian Church in Summit. Users are classified in either of two groups:

- Community and/or non-profit organizations, and
- Private noncommercial users.

The public may or may not be invited to such an event, and when admission is charged, the proceeds of such an event are retained by the renter.

2. Fee structures

Fees are payable according to the Fee Schedule, and are assessed according to the classification of the facilities use requested:

A. Internal use – No charge.

B. Church-sponsored – No charge unless additional custodial time is required, in which case a custodian fee may be assessed against any proceeds.

C. Individual member use – Individuals who have been pledging members or friends for at least 12 months and who wish to use the Church Sanctuary for a “life celebration” event pay only the custodian fee as set forth in the Fee Schedule.

Use of other facilities may require a fee as set forth in the Fee Schedule. All other policies for external use apply.

D. External use – Payment of a fee is required. A schedule of rental rates and associated charges will be supplied with a copy of the UCS Facilities Usage Policies.

Fees must be paid in full two weeks prior to the scheduled event.

In special circumstances, the Parish Minister, or, in an emergency, the Board President, may choose to waive all or part of a fee listed in the Fee Schedule, but may not waive the required deposit or custodian fees.

E. Deposit

A non-refundable deposit of 50% of the rental fee or \$200, whichever is less, shall be collected at the time a space reservation is accepted.

The deposit will be returned no later than one week following the event, less custodian fees and any charges assessed for damage or loss. You are responsible for any damages in excess of the deposit amount.

3. Policies common to all users

- A. The user or renter agrees to leave the space in "as found" condition.
- B. Use of the kitchen, when reserved and approved, must comply with guidelines and rules available from the Administrator.
- C. Events which require food and drink to be served in the Sanctuary portion of the building require approval from the Facilities Usage Review Board.
- D. Smoking is not allowed in any portion of the building.
- E. No adhesives or fasteners may be used for decoration, signs or handbills, or for any other purpose, except on bulletin boards, easels or other surfaces provided explicitly for those purposes. This includes tape, glue, "FunTack" adhesive, thumbtacks and staples.

F. No rice, confetti, bird seed or other material may be thrown.

G. When children are invited or permitted to attend an event, children must be supervised at all times.

H. When child care is offered, an additional room must be reserved for that purpose.

I. UCS will not be responsible for personal property brought onto our premises.

J. All events, including meetings, parties or other uses, must end by 10:30 PM. Cleanup must be completed and the building vacated by 11:30PM. Overnight use of any UCS facility requires the approval of the Facilities Usage Review Board.

K. Loud noise should be avoided at all times, but must be curtailed by 10 PM. UCS is committed to being a courteous and considerate neighbor in its residential setting; moreover, the laws of the City of Summit set specific acceptable measured noise levels before and after 10PM.

L. You and your group agree to comply with all local, state and federal laws. In particular, please be aware that raffles, door prizes, "50-50's" and other games of chance may require permits and/or licenses from governmental bodies.

M. You may request a waiver of any UCS Facilities Usage Policy. The Administrator will assist you in completing a Request for Waiver form, which will be evaluated by the Facilities Usage Review Board. You will be notified of the decision of the committee.

4. Policies unique to internal use

A. All general Usage Policies apply to internal UCS committees, members and affiliated groups.

Reserving space:

B. Reservations for routine committee and small group meetings may be made by completing a Space Reservation Request form, or by a phone call to the Church Administrator. All other internal uses require submission of a Space Reservation Request form.

C. A request for a recurring use other than committee and small group meetings must always be referred to the Facilities Usage Review Board for consideration.

D. If the Church Administrator determines that a request for a one-time, non-recurring use meets the requirements of our Facilities Usage Policies, the Administrator (or, in her absence, the Parish Minister) may approve and process that request.

E. Rooms are assigned on a first-come, first-served basis. If a specifically-requested space is not available, a comparable one will be substituted; the requesting party will be notified if no comparable space is available.

F. A new space reservation request must be made each year for long-term or recurring rentals, such as weekly or monthly meetings.

G. When leaving the building, it is the responsibility of the user to turn off lights, close and lock all windows and doors, and to leave the building in as-found condition.

Serving alcoholic beverages:

H. Consumption of alcoholic beverages is allowed provided your group complies with any applicable state and federal laws, including obtaining permits when required.

I. Under no circumstances may alcoholic beverages be sold on UCS property.

5. Policies unique to external (rental) use**Reserving space:**

A. A space reservation request must be accompanied by:

- A completed Facility Rental Form
- A check for the appropriate deposit as shown on the Fee Schedule
- Additional forms that may be required by the specific terms of the rental.

B. A request for a recurring use must always be referred to the Facilities Usage Review Board for consideration.

C. If the Church Administrator determines that a request for a one-time, non-recurring use meets the requirements of our Facilities Usage Policies, the Administrator (or, in her absence, the Parish Minister) may approve and process that request.

D. A request is not considered confirmed until you receive notification that it has been approved.

E. UCS reserves the right to deny an application without explanation.

F. Reservations may not be made more than one year in advance.

G. A new space reservation request must be made each year for long-term or recurring rentals, such as weekly or monthly meetings.

H. Reservations will not be accepted for partisan political activities.

I. In promoting your event, you may not imply sponsorship or participation by the Unitarian Church in Summit. You may advertise our address, 4 Waldron Avenue, or when necessary, use language such as “ ... in the Fellowship Hall at the Unitarian Church in Summit” to describe the location of the event.

J. You may only use rooms or spaces specifically noted on the rental agreement. Furniture may not be moved from other rooms or facilities without prior permission, and nothing may be removed from the walls.

K. We may require that a UCS custodian or designated representative be present on the premises during your event.

Food service:

L. A caterer must provide any food service offered at your event. Our commercial kitchen is available for use by qualified professional caterers, and is contracted separately from other spaces or facilities.

M. Additional insurance may be required as set forth in the Fee Schedule.

N. Trash generated from food service operations must be gathered and bagged as part of the user's cleanup activities.

Music:

O. Use of the organ or piano requires the approval of the music director or, in his/her absence, the chair of the Music Committee. If approved, use must be noted on the rental agreement.

P. A fee may apply for the use of some UCS instruments.

Q. If a UCS piano is to be tuned prior to use, you must use, at your own expense, a piano tuner we specify or provide.

Serving alcoholic beverages:

R. Consumption of alcoholic beverages is allowed provided your group complies with any applicable state and federal laws, including obtaining permits when required.

S. Under no circumstances may alcoholic beverages be sold on UCS property.