

# Building Use Policy

## UNITARIAN UNIVERSALIST CHURCH OF THE RESTORATION (UUCR)

**Statement of Purpose:** The building and grounds of UUCR is a valuable asset. As stewards of this building, the congregation welcomes the opportunity to share this property with its members and the surrounding community to foster goodwill, education, fellowship, celebrations of life, and the growth of Unitarian Universalism. To this end, rentals to appropriate non-affiliated people are encouraged, as long as they do not substantially interfere with building use by church members and UUCR Ministries. All usage is subject to approval by the Minister and/or staff designee with long term reoccurring usage agreements requiring approval of the Board. Organizations, groups, or individuals with agendas, goals, or positions that are contrary to the fundamental principles of the UUCR will not be considered acceptable as potential users of our facilities.

### *Definitions*

The following definitions are applicable to this Building Use Policy:

**Church usage**—use of the Church facilities and grounds by Staff, the Board of Trustees, Ministry Council, or Ministry Group for the ministry of the Church. In addition, Church-wide memorial services for Church members and their families, and friends of the Church, shall be considered Church usage, for purposes of this Building Use Policy.

**Non-Church usage**—use of the Church facilities and grounds by person(s) or group(s) which does not fall within the definition of Church usage, as defined above, and is not co-sponsored by one of the Church's ministries.

**Co-sponsored usage**— usage by a person(s), group(s), or agency(ies) outside of the Church, which is co-sponsored by the Church, one of its ministries or a member/friend.

**Revenue-generating usage**—a co-sponsored usage that generates revenue in excess of costs. An event shall not be considered revenue generating solely because the speaker at a ceremony or meeting/gathering is paid and/or an admission fee is charged to defray costs.

**Non-revenue generating usage**—a co-sponsored usage that does not generate revenue in excess of costs.

**Ceremonial events**—events that are presided over by a member of the clergy, such as ceremonies of union, weddings, memorial services and other rites of passage.

**Meetings or gatherings, etc.**—all other events held at the Church, which do not fall within the definition of ceremonial events. A reception following a non-Church ceremonial event, whether or not the ceremonial event takes place at the Church or on the grounds, shall be considered a gathering, for building use fee purposes.

**Long term reoccurring** – use of the Church facilities and grounds by person(s) or group(s) which occur more frequently than quarterly (i.e. use facilities daily, weekly, monthly, etc.).

**Friend** – person(s) that provide identifiable financial support to the Church, agree with the mission of the Church and have not become a Member of the Church.

### **General Rules**

Reservations for a gathering of a church or community group or for a rental is completed through the Church Office. Once the timing for the reservation has been confirmed to be open, a completed Event Information Sheet that includes the name of a designated contact person must be submitted. A contract is required for all rentals and will be provided to the person accepting responsibility for the use of the space. Once a contract has been executed by both parties, the original will be maintained in the church office, and a copy given to the responsible person. The Building Rental Contract of UUCR will contain detailed information regarding the use of the building and its contents.

## **Church property**

Church property may not be lent or removed from the building.

All persons using the church are encouraged to recycle and to conserve energy whenever possible.

Noise must be kept to a minimum at all times as a courtesy to our neighbors.

All activities on church property must end by 11:45 PM.

Minister must give approval for any religious ceremonies.

## **Fees and Donations:**

The Fee Schedule will contain required fees (in line with fees charged by like facilities in our local community) as approved by the UUCR Board. It is understood that the primary purpose of the UUCR building and grounds is for member worship, education, and outreach activities. No fees will be charged to UUCR church groups, Unitarian Universalist and interfaith groups approved by the minister, or community groups as defined below. Other use of the space may be considered in exchange for a rental fee as designated in the contract.

## **Church Groups**

For a group to qualify as a church group, it needs to be an approved ministry group or an approved group attached to a ministry group within UUCR. (Exceptions may be made at the discretion of the Minister and Board).

No commercial or for-profit groups will be considered a church group.

All room reservations by church groups will be listed in the church calendars.

Church groups are entitled to the use of church coffee and other supplies at no cost.

Church groups may use the church linens, provided they wash and return them to the pantry.

Although not required, donations are encouraged in order to defray expenses for utilities and wear on the building and grounds.

## **Community Groups**

Community groups may be permitted limited use of the building without charge with the approval of the minister or a ministry group in consultation with the minister.

Political action groups must meet the guidelines set by the UUCR Political Action Policy. (See attached.)

Community groups are not permitted to use the church linens or other supplies w/o an additional security deposit to cover possible damage, loss, or cleaning.

All room reservations by community groups will be listed in the church calendars.

## **Sunday Building Use**

No rooms will be reserved during Sunday services.

The Hale Lounge will not be reserved between 8:00 a.m. and 4:00 p.m. on Sundays for non-church related activities.

No other rentals will be permitted prior to 2:00 p.m.

## **Payment of Fees and Security Deposit:**

For non-recurring events, ½ of facility use fee shall be collected with the submission of the contract with the full amount due at least 2 weeks prior to the event. A security deposit of the ½ of the full facility use fee shall be collected at least two (2) weeks prior to the date of the rental unless the security deposit requirement is waived by the Minister or Board. The security deposit will be returned, less any charges for damage, cleanup, excessive use of utilities, or other costs, within thirty (30) days of the date of facilities use.

For recurring rentals, payment in the agreed upon amount will be remitted to UUCR on a scheduled basis at least 2 weeks prior to the event, or monthly if the event is scheduled weekly. No security deposit is required for recurring events.

### **Qualifying For Reduced Fees:**

A reduced fee schedule approved by the Board will be used to encourage and support social or civic activities recognized as particularly meritorious by the Board, upon recommendation by a ministry group of UUCR and/or Minister.

- Fees may be waived for facility use for members who have been members for one year or more for weddings, memorial services and similar religious or spiritual activities.
- Fees may be waived for liberal religious or civic activities in which staff, board members or members of ministries actively participate and represent UUCR, or where meeting venues rotate among participating organizations.
- Fees may also be waived for organizations performing vital social or civic functions consistent with UU principles when the members of the organization are unable to pay.

When reduced fees or fee waivers are applied, it should be explained to the using organization that by reducing or waiving the fee, UUCR is providing financial support to the activity as a public service.

All fee waivers shall be approved by the Minister in accordance with Board-approved guidelines.

Standing waivers may be established at the Minister's recommendation to the UUCR Board. All standing waivers must be reviewed annually.

### **Contract Use**

Lower facility use fees may be negotiated by the Minister and approved by the Board for regularly scheduled groups or organizations.

### **In-Kind Rentals:**

Musicians, community groups, artisan, etc. not affiliated with the church may rent the church at no charge (once a year) provided they have performed a service to UUCR within the past year. Donations from such events to cover utilities and wear and tear on the building will be encouraged.

### **Setup and Cleanup**

All groups will provide for their own setup and general cleanup. Setup and cleanup must occur within specified rented time. Professional Cleaning Services must be contracted at the user's expense after parties, unless waived. Any use of chairs, tables, kitchen facilities or other equipment will be limited to that specified in the Facility Use Agreement. Failure to clean up adequately or to turn down heat and turn off lights will result in an extra charge.

Special attention should be given to rentals on Saturday night to ensure the facilities are returned to normal conditions for Sunday morning services.

### **Sanctuary Cleanup Procedure:**

Events held in the Sanctuary which involve refreshments or other types of food/beverage service will require an additional charge of \_\_\_\_\_ for cleaning service.

### **Kitchen Use:**

All food served under rental agreement must be prepared off the premises. Reheating of dishes (but not cooking) is permitted using the conventional oven and/or microwave oven. Grills, barbecues, or open-fire

cooking is permitted but on the premises outside only with prior approval and is never permitted inside the building. UUCR kitchen supplies (e.g. flatware, dishes, cooking utensils, etc.) are not for use by outside groups unless specified in the contract and an additional security deposit and/or an additional rental fee is collected.

### **Garbage Removal**

All garbage and trash must be bagged and put into outside trash receptacle, which is located next to the side door. If trash exceeds that which may be held by the UUCR container, the renter must remove it from the premises. UUCR is not responsible for any lost articles or those left behind. The renter may contact the Church Office to inquire if anything has been turned in.

### **Payment of Security Guard:**

Use of an off-duty Police Officer is encouraged whenever the activity for which the facility is being used is predominantly for teens or youth. The Renter will be responsible for make the arrangements for the Officer and providing proof of coverage for the event.

## **Facilities Use Policy for Conferences, Workshops, and Large Events Requiring Multiple Rooms**

Because the church has limited space and, without advanced planning, is unable to provide adequate services for groups wishing to reserve church facilities for conferences, workshops, and other large events requiring multiple rooms, the following guidelines are established.

If the Minister or other designee of the Church determines an event requires approval under this policy, then:

- 1 Bookings for conferences, workshops, and other large events requiring multiple rooms will be accepted or declined based on anticipated impact on facilities availability, grounds, staff, other church functions, and church members.
- 2 For such a booking to be accepted, it must be reviewed by those church staff, ministries, and ministers whose work is potentially impacted by hosting the event. The Minister and the Board must formally approve the booking.
- 3 As a condition of approval of a booking, UUCR may require that the group supply, at no cost to UUCR, adequate volunteers or non-church supplemental staff to aid, and be supervised by, one of the following persons designated by the church: (1) a church employee or other staff member, or (2) a designated church member in:
  - 3.1 Setting up the areas to be used during the event
  - 3.2 Cleanup of areas used or impacted by the event
  - 3.3 Returning facilities impacted by the event, including kitchen areas, to their original configuration and condition.
- 4 The group will be required to provide, at no cost to the church, an insurance policy or rider covering non-church supplemental staff and non-church member volunteers naming the church as a co-insured, or a waiver of liability indemnifying the church against loss which is signed by on behalf of the requesting group and each non-church supplemental staff member and non-church volunteer.
- 5 The church will supply waiver of liability forms to the individual requesting the reservation. That individual is responsible for obtaining required signatures and returning them to the Church Office by the date requested and, in any event, no later than 14 days before the event.

This policy applies to all organizations, groups, committees and individuals (both church and non-church associated) reserving facilities for conferences, workshops, and other large events requiring multiple rooms, as determined by the staff designee of the Church. Memorial Services, Wedding Ceremonies, Commitment Ceremonies, Holy Union Ceremonies, and their rehearsals are exempt from this policy.

# PRIORITY POLICY

Reservations for use of church facilities receive the following priority:

## **1. WORSHIP**

- 1.1. National, Local & Church-Related Emergencies as determined by the Ministers or Board
- 1.2. Regularly Scheduled & Recurring Worship & Religious Education (associated with the Worship)
- 1.3. Setup, rehearsals, practice, and/or preparations for worship services, such as choir rehearsals

## **2. MINISTRY FUNCTIONS**

- 2.1. Minister or Religious Educator counseling (bereavement, marriage, wedding, personal, group, etc.)
- 2.2. Minister or Religious Educator training of leadership for extensions of Ministerial or Religious Educator responsibilities, e.g., lay pastoral care associates, covenant group facilitators, RE leaders, & worship associates.
- 2.3. Minister-Sponsored or Religious Educator-Sponsored Membership & Church-Related Religious Retreats or Seminars.

## **3. RELIGIOUS EDUCATION**

- 3.1. Classes
- 3.2. Program Activities
- 3.3. Extra-curricular Activities (other than conferences)

## **4. CHURCH BOARD FUNCTIONS**

- 4.1. Church Board Meetings
- 4.2. Board Task Forces

## **5. CHURCH ADMINISTRATION & STAFF**

## **6. CHURCH MINISTRIES/ CHURCH MEMBERS**

- 6.1. Church Ministry Committees & Task Forces.
- 6.2. Weddings, holy unions, commitment ceremonies, memorial services & customary rites of passage celebrated by the church (e.g. coming of age). (These events are exempt from the facilities rescheduling policy.)
- 6.3. Director of Music/Organist's & Adult Choir Directors' private lessons, as authorized under their contracts and reserved..

## **7. CHURCH AFFILIATED ORGANIZATIONS**

## **8. CHURCH-RELATED CONFERENCES** (Examples: PUC, Joint Jubilee Programs, JPD, RE conferences)

## **9. OTHER MEMBER-SPONSORED LIFE PASSAGE EVENTS** (Occasionally members use church facilities to commemorate significant life passage events such as anniversaries and birthdays that the church does not customarily recognize as rites of passage under policy section 6.B, above. This category relates to those events.)

**10. NON-CHURCH GROUPS, INDIVIDUALS & ORGANIZATIONS** (Examples: MADD, Dignity, PFLAG, Amnesty International, and outside musical organizations and choirs such as Philadelphia Men's Gay Choir)

- 10.1. Non-church group music-related functions, where the outside groups are sponsored or approved by the Church Director of Music/Organist.
- 10.2. All other non-conference uses consistent with the Church Board's "Policy Regarding the Use of Church Facilities."
- 10.3. Non-member weddings, holy unions, commitment ceremonies, & memorial services. (These non-member events are exempt from the facilities rescheduling policy.)
- 10.4. Conferences & events requiring reservations for multiple rooms. – The church has insufficient staff for it to effectively serve as a conference facility. Such events will require approval of the reservation request per church policy regarding Conferences, Workshops, Multiple Rooms usage.

- Notes:**
1. If childcare is associated with the event, it enjoys the same booking priority as the event with which it is associated.
  2. Also, for meetings and other functions, the scheduling priority is as follows: (1) emergency meetings; (2) regularly scheduled, recurring meetings & other such functions; and (3) irregularly scheduled meetings and one time events.
  3. Events co-sponsored by a church committee or organization, but organized by a non-church group, are assigned the priority of the co-sponsoring church committee or organization.

## FACILITIES RESCHEDULING POLICY

The Church will endeavor to avoid rescheduling events. If a need for rescheduling should arise, a church representative will provide the group with as much advanced notice as possible.

Member and non-member weddings, holy unions, commitment ceremonies, memorial services, and member-sponsored life passage and commemorative events (e.g. anniversaries) are not subject to being moved, except that the Church may cancel or move *any* property use, whether reserved or not, in the event of a natural disaster, national or local emergency, church-related emergency, or damage to, destruction of, or closure of the area reserved.

A party that seeks to reserve facilities that are already reserved generally will have its reservation declined.

At the discretion of the church, it may authorize a party that seeks to reserve facilities that are already reserved (the “requesting party”) to take the following additional action:

1. The requesting party may be offered an opportunity to contact the individual, committee, or group that has reserved the facilities in order to work out a solution. *(Be advised that no pressure or badgering by any party will be tolerated. Such actions will result in the cancellation of the reservations or the denial of the group’s pending and future reservations).* If the parties agree on a solution, reservations will be made or adjusted after both parties confirm their agreement to the church office or other authorized representative.
2. If the parties are unable to work out a solution, the Minister will make or adjust the reservations in accord with the Priority Policy, subject to facilities being available.
3. Either party involved may appeal the scheduling decision.



**Tasks handled by Minister and/or Designated Staff usually includes:**

- Provides the property use applicant the necessary property use reservation forms and policies.
- As requested and as time permits, provides the applicant an in-depth tour of the campus to review site use options and the applicant's needs and desires;
- Determines the availability of the applicant's selected event date, and reserves the date on the Church calendar, following the applicant's completed request;
- Determines the applicant's parking needs and requirements;
- Ensures the applicant submits the necessary forms and deposits required to reserve Church property, and that the applicant acknowledges their understanding and willingness to abide by the Church's Property Use Policies;
- The Administrative Assistant discusses with the applicant the fees that may be applicable to the event, and the arrangements for payment of those fees in accord with Church policies;
- The Administrative Assistant, Bookkeeper, or other employee, follows up with the applicant after an event to ensure the Church, following billing by the Coordinator, receives final payment.
- The Administrative Assistant may delegate one or more of these tasks on an event-by-event basis, as the Administrative Assistant determines appropriate.

**Duties of the Administrative Assistant include:**

- Provides phone and email contact information to the property use applicant and the Sexton, and promptly responds to questions regarding the details of the event planning;
- Informs the Minister in a timely manner of the agreement reached between a property use applicant and the Event Coordinator, including the expected nature, scope, and duration of the Event Coordinator's services.
- Prepare instructions and a schedule for custodial duties incorporating the detailed "special needs" of the property use applicant and provide this information to the Minister on or before the required deadline for its submission. The Minister or designated staff will make the final determination upon the scope of custodial services required for an event, taking into account the nature of the event and the property use preceding and following the event;
- Schedule custodial staff for the preparation and clean-up of the site for the event and for working the event, as needed; instruct, and respond to questions from, custodial staff assigned to the event concerning the scope of their work;
- Informs the minister, if the applicant indicates a desire to engage a minister. Outside ministers may not be engaged, except as provided by the Minister.
- Complete, prepare, and sign time and billing records as needed and as requested by the Church;
- Coordinates the billing to the applicant of any additional fees that may be due in connection with the event. The Administrative Assistant shall prepare an invoice that summarizes and acknowledges (1) what the applicant reserved and paid for at the time of the reservation and prior to the invoice, and (2) what is the balance due, including any unpaid property use fees and fees due for security, custodial, or sound technician services, or other such services.
- The Administrative Assistant shall submit the proposed invoice to the Minister who will review and approve the billing before the Administrative Assistant sends it to the property user. The Administrative Assistant shall provide the Church with three copies of the final billing: one to the Church Office for filing, one to the Bookkeeper, and one to the Minister.
- Assist the applicant in determining the applicant's needs for a sound technician, a musician, and a minister, and inform each of those needs and follow up with other church staff as requested.

### **Other Unassigned Responsibilities**

- Represent the Church on-site for the entire event providing support to the property users as needed. Unless a specific time for arrival is arranged, the Event Coordinator must arrive a reasonable time before the event is to occur to coordinate set-up. Attend and represent the Church at any rehearsals. An Event Coordinator's time at rehearsals and events is billable to the applicant by the Event Coordinator.
- Inspect and coordinate the preparation of the site, ensure adequate clean-up, and lock-up after the event ends and all guests and caterers have departed the premises safely;