

# **BUILDING USE POLICY**

It is the policy of First Universalist Church that the church building be available for meetings and programs that are compatible with the ministry and purpose of the church as expressed in the Seven Unitarian/Universalist Principles. This policy will also ensure that rental use of the building does not unduly interfere with regular programs of the church, its committees and members and promote good stewardship of the building and its furnishings and guard against building damages.

## **PRIORITIES AND RENTAL FEES**

### **First Priority Use**

Church committees and groups under the coordination of the Board of Trustees or All Church Council, as well as Affiliate Organizations, may use the building for their regular meetings, programs and events with no fee. A damage deposit may be required in higher risk situations. Please read Building Use Fees for Priority One and Two.

### **Second Priority Use**

Church members and pledging friends may use the building without charge for rites of passage provided that they have been members for six months prior to request for space use, or pledging supporters or regular contributing supporters for the previous year. For other significant events, contact the Director of Member Services. Some of the above uses may require a Building Services Coordinator fee and/or damage deposit as listed in the Building Use Fees.

### **Third Priority Use**

Groups not affiliated with the church, whose purpose is compatible with the purpose of the church, may arrange for use of church space on a regular or single event basis with the approval of the Director of Member Services. Requires Space Use Agreement. Building Use Fees apply. At the discretion of the Director of Member Services, the Building Use Fees may be reduced or waived for groups with limited funds.

### **Fourth Priority Use**

Fourth priority shall be given to non-profit groups, organizations and individuals whose purposes, although they do not promote the values or purposes of the church, are not incompatible with the purpose of the church. These groups or individuals may arrange for use of space on a regular or single event basis with the approval of the Director of Member Services provided their use does not interfere with the regular church program. Requires Space Use Agreement. Building Use Fees apply.

### **Other Groups**

It is not the policy to allow a partisan political group to use building space unless the purpose of the group is clearly within the stated purpose of the church. However, the building may be used for free and open, non-partisan discussions of political issues. Examples: a neighborhood meeting to discuss freeway expansion issues would be allowed; a precinct caucus for a political party would not be allowed; a debate between candidates would be allowed; a rally for one candidate would not be allowed.

If the Director of Member Services deems it advisable, fourth priority groups may be asked to seek sponsorship of an appropriate church committee; for example, a political issue discussion group may be referred to the Social Justice Committee.

### **Long Term Use Requests**

Groups wishing to lease church space on a continuing long-term basis must receive prior approval of the Finance Committee and the Board of Trustees. Every effort should be made to ensure that this use of church space does not have a negative impact on the regular programs of the church. Cooperation of church member groups with community needs is an expressed value of First Universalist Church.

### **Conflicts**

The above priorities notwithstanding, once an event has been scheduled, it is "on the calendar" and will not be canceled by the church to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the administrative staff should notify both groups promptly and involve both parties in efforts of collaboration so that, if at all possible, both groups can be accommodated.

### **BUILDING SPACE USE AGREEMENT**

Building use must be scheduled in advance through the church office and a Building Space Use Agreement shall be required for all third and fourth priority uses. It is the responsibility of the church staff to inform users of the space and facilities available, conditions for use, and procedures for opening and closing the building. It is the responsibility of users to follow these procedures and leave the building in good order.

A Building Space Use Agreement is not required for first and second priority users. However, all users of space must schedule their events through the church office. The name and phone number of a contact person is required. User groups need to be made aware of Space Use Guidelines.

### **NON-DISCRIMINATION**

In keeping with Unitarian/Universalist principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual preference, age or public assistance status.

### **BUILDING SPACE USE GUIDELINES**

- The entire building is a smoke-free environment, although moderate use of incense is permitted for special ceremonies.

- Candle usage requires close supervision. If your group chooses to use candles, please ensure that they are contained in a bowl of sand or a wide-based candle holder. A charge of \$50 will be assessed to your group for wax drippings that need to be removed after the event.
- Meals are to be served and consumed in the Social Hall, Chalice Room or courtyard areas only. Only wine, beer or champagne may be served and only within the Social Hall, Chalice Room or courtyard areas. Alcoholic beverages may never be sold.
- Food and beverages must not be served or consumed in the atrium, sanctuary or narthex areas. Light refreshments may be served and consumed in any other area provided that all crumbs, cups, drips and wrappings are appropriately cleaned up at the conclusion of the event. Clean-up is especially necessary in child care rooms.
- It is your responsibility to ensure that each room is properly cleaned, organized and returned to the same condition you found it at the conclusion of the event. All dishes should be washed and all garbage disposed of and placed in one of the dumpsters outside the back kitchen door.
- If you use the kitchen area, please adhere to the list of directions posted in that area. All dishes must be washed and put away; all equipment cleaned (stoves, coffee makers, sinks, etc.) and all floors washed as necessary.
- Please inform the church office staff if you require any special sound system, heating or air conditioning needs for your event at the time you schedule your event.

## **SAFETY**

All building exterior doors are to be kept locked at all times except in cases where your group has arranged to have greeters monitor these doors. Please ensure that all exterior doors close securely behind you whenever anyone enters or exits the building.

The interior lights immediately inside the Dupont Avenue and parking lot entrances are to be left on at all times. Please turn off all other interior lights, including restroom and back area lights, before you exit the building at the conclusion of the event. Please ensure that all exterior doors are closed and locked if you are the last person to exit the building.

Telephones are available in the church office and kitchen areas if someone needs to make a local or emergency telephone call.

## **PARENTAL ALERT**

Children must never be left alone or attended anywhere inside the building or on building grounds. Adequate adult supervision is required for any events involving children or youth.

## **BUILDING USE FEES**

### **Priority One and Two**

Use of building space for a reception after a rite of passage or other group event sometimes involves considerable expense for the church. All members, friends and groups will be expected to pay the Additional Fees listed below, although they will not be charged for any room use fees.

### **Priority Three and Four**

Building Space Use Fees by Individuals or Groups:

- Chalice Room \$ 125
- Chalice Room and Courtyard \$ 175
- Cummins Room \$ 125
- Sanctuary \$ 375
- Social Hall \$ 350
- Social Hall and Kitchen \$ 450
- School Classroom \$ 35

The fees listed above include use of the respective area for a four-hour maximum time period. Additional fees will be assessed for time periods that exceed this four-hour maximum.

### **ADDITIONAL FEES**

#### **Priority One, Two, Three and Four**

- Building Services Coordinator \$ One and one-half times current rate of pay; four-hour minimum
- Sound Technician Rate available at time of request
- Damage Deposit for receptions, parties, high-activity events \$ 200 minimum
- Piano (tuning fee) \$ 75