



Facility Use Policy

- **Calendar:** Scheduled facility use must be entered into the congregational calendar by the Administrator
- **Teams:** TLC, Administrator, Board
- **Date adopted:** February 2017
- **Prior Versions:** May 22, 2008; Fee changes approved Sept 11, 2014; November 12, 2015, February 9, 2017; July 13, 2017
- **Authors:**

Purpose

The purpose of this policy is to prioritize the use of UUCGV's physical space, to give guidance to those requesting and scheduling space, set out a fee table, and create the guidelines for those entering into rental agreement.

Policy Statement

The primary use of the facilities of UUCGV shall be for the ministries of the church and its members and active constituents. Any activity that does not come under the direct control of the church Board of Trustees shall be guided by this policy. The schedule of church activities will take precedence over outside activities and may prevent or cancel these activities at any time.

Activities by outside groups (those just renting our space) will be approved and scheduled by the Administrator, and do not need Board or TLC approval. While the church must "sponsor" those activities in order for UUCGV's insurance to cover use of our space, the church is not responsible for advertising or generating attendance at those activities. Minister, TLC or Board approval may be needed if an event requested is viewed as controversial by the administrator or if facility use is requested free of fees.

Activities and Conduct on the Property

1. All activities must be in accord with the general policies, mission, and principles of UUCGV. A copy of the principles is attached. The activity or program shall not discriminate on the basis of race, gender, gender identity, sexual orientation, religion, ethnicity or marital status.

2. This is a place of worship and it should be respected. Children, including high school age, must be supervised and not allowed to access areas not included in the agreement. Renters may use only the parts of the building for which they have made arrangements.
3. Users must show respect for other persons or groups using the building at the same time.
4. Service animals are always welcome in our building. Due to allergy concerns, we request that you keep your pets at home, unless permission is obtained through the Board of Trustees and/or Board President and/or Minister.
5. Smoking is NOT ALLOWED in the building.
6. UUCGV reserves the right to refuse use to any person or group, including those which have demonstrated disrespect for property or the rights of others or have violated the policies of UUCGV.
7. Inappropriate behavior, use of drugs, or unauthorized use of alcohol may be cause for dismissal from the building and refusal of use of the building in the future.
8. UUCGV is not responsible for users' lost or stolen items, not liable for users' injury or private property damage.
9. Building use shall be completed by 10:00 pm unless users are granted prior approval by UUCGV for use to a later hour.
10. Each group shall be responsible for setting up, taking down, and returning to its proper location, all equipment which they use. Trash and garbage must be placed in appropriate containers and the areas used must be clean after each use.
11. No materials are to be used that will cause damage or mar the existing walls, floors or windows, or any other surfaces of the building. No candles are to be placed near any flammable materials and must be approved. No rice, confetti or birdseed will be allowed in the building or the outside property during weddings or other activities.
12. Food and beverages may be served or consumed in the kitchen, sanctuary, and designated meeting rooms. Because of county health standards, if food is served, it must be pre-prepared or packaged. Drinks may be prepared on site. Cleanup must be in line with county health standards. No food items shall be left in the facility after the activity has concluded.
13. Outside posters or signs must be approved by the TLC, a member of the UUCGV Board of Trustees, or Minister before being displayed.
14. The renter agrees to protect, indemnify and hold harmless the church and its agents and employees from any and all claims, loss, cost damage or expense, including reasonable attorney's fees arising from any accident or other occurrence on or about the premises which cause injury or damage to any person or any property. The renter agrees to pay reasonable cost for any property damage incurred during the use by the renter.
15. Fees will be charged according to the following Fee Schedule.

For Profit Renters:		
Room	Half Day	Full Day
Sanctuary (large groups)	\$150	\$300
Rear of Sanctuary (up to 24 people)	\$75	\$150
Basement (large groups)	\$150	\$300
Small Room (up to 12 people)	\$45	\$90
Non Profit Renters		
Room	Half Day	Full Day
Sanctuary (large groups)	\$75	\$150
Rear of Sanctuary (up to 24 people)	\$40	\$75
Basement (large groups)	\$75	\$150
Small Room (up to 12 people)	\$25	\$45

Weddings and Funerals:	
Relationship	Cost
Members	No Charge
Relatives of Members	\$75
All Others	\$150

Family Celebrations including but not limited to showers, birthdays, anniversaries and reunions		
Room	Half Day	Full Day
When sponsored by a church Team or group	No Charge	No Charge
Members	Non-Profit rental fees, depending on room	
All Others	For-Profit rental fees, depending on room 150 300	

Use of Audio Visual Equipment	\$20
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19. The fee schedule may be revised at any time. UUCGV reserves the right to allow exception from the fee schedule for certain charitable or community groups, as well as unusual extenuating circumstances. Fees are based upon the estimated cost for use of the facility. All fees and deposit are due at the time of application for use.
20. A \$100 cleaning, compliance and damage deposit is required with this application. This will be fully refunded if facilities are left completely clean, and if all rules and regulations in the Facility Use Policy are complied with. It will also be fully refunded if this application is not approved by the Board of Trustees or Board Designee. If the activity is cancelled less than seven days before the event, a \$20 administrative fee will be withheld from the returned deposit.
21. The UUCGV Property Chair or other designated person will check on the condition and cleanliness of the used rooms after each use. An additional charge may be assessed if warranted. A non-refundable custodial fee may be applied to certain functions.
22. Requests for use of building should be at least (2) weeks in advance. Inquire with UUCGV office.
23. Audio Visual equipment is available for use for an additional fee of \$20. A UUCGV representative or staff member will assist in the set-up and shut down of the audio visual systems. This fee can be waived over time for recurring events if an individual from the group is willing to be a responsible operator of the audio visual equipment and has gone through training with UUCGV.
24. UUCGV staff or representatives are available to run the audio visual equipment for the duration of an event, in which case an additional fee of \$25 per hour will be assessed for compensation of their time.
25. Occupancy: Occupancy of certain areas are as follows:
 - a. Main floor – Sanctuary: 92; Upstairs kitchen: 13; Chancel: 32
 - b. Downstairs Areas – Basement main room: 110