

# **Manual of Building Use and Rental Policies**

Version 1

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You can email the UUCUC Facilities Coordinator at: facilities@uucuc.org

## **1. Administrative Procedures for Building Use and Rental**

### ***1.1 Philosophy of Use***

The Unitarian Universalist Church of Urbana Champaign (UUCUC) is a diverse religious community dedicated to lifelong spiritual exploration and growth. We do not discriminate by race, color, gender, physical or mental challenge, affectional or sexual orientation, class or national origin.

We open the resources of our Church to the people of our community as a place where they may satisfy their need for devotion and celebration, for work to advance the common good, for study or for recreation, without, however, assuming responsibility for the opinions or activities of an organization or individual not officially connected with UUCUC and the Unitarian Universalist Association. We defend the right of all to express their views, though we reserve the right to decline use of our resources for any activities or ventures which are in direct opposition to our stated values.

### ***1.2 Priority of Use***

Priority for building use shall be given to UUCUC sponsored events; individual Members; affiliate and denominational groups; and finally non-affiliate groups and individuals. Scheduling will be on a first-come, first-served basis.

### ***1.3 Oversight***

The Board of Trustees, on behalf of the UUCUC Congregation, shall be the body that establishes policy related to all use of the Church building, whether continuous, temporary (those not exceeding one year), or occasional. Use agreements shall be made in accordance with this policy and any additional guidelines and regulations that may be established by the Board of Trustees.

### ***1.4 Application and Supervision***

The Building and Grounds Advisory Team or its designee (“Facilities Coordinator”), acting as delegate of the Board of Trustees, shall be responsible for implementing and managing building use policy, including procedures for approving applications and supervising building use.

Approval of applications shall include determination of fees or service charges in all cases, according to established fee schedules, special cases where regular fee schedules do not apply, and exceptions to regular fee schedules where such exceptions are warranted. The Board of Trustees shall give the Facilities Coordinator such guidance and/or support in the management of the building as may be requested.

To facilitate scheduling, all requests for building use outside of regular committee meetings shall require an application to be filed before the event will be approved and entered on the Church calendar.

### ***1.5 Schedules***

Schedules for use of any and all rooms and spaces in the building shall be maintained in the Church Office under the supervision of the Facilities Coordinator.

### ***1.6 Permanent Space***

The assignment of space for continuous use (more than one year, whether for office, worship, educational or service functions) is the sole responsibility of the Board of Trustees, and may not be granted by the Facilities Coordinator.

### ***1.7 Settlement and Disagreement***

Whenever uncertainty or disagreement arises in regard to the application or exception of established principles or guidelines or in regard to any particular decision to be made, the matter shall be referred as needed to the Minister and/or Board of Trustees for final judgment.

### ***1.8 Fees***

The Board of Trustees shall adopt and oversee fee schedules for building use upon recommendation of the Facilities Coordinator including any exceptions that may be justified by the financial structures or capabilities of organizations that use space in our building. Fees may be reduced in circumstances of extended use as approved by the Board of Trustees. Fees shall be reviewed annually and changes made before the start of the Church fiscal year. Rental contract fees shall be renegotiated prior to the end of each contract period before renewal is considered. The Board shall review” and “renegotiate” long-term rental agreements

## **2. General Information on Building Use and Rentals**

### ***2.1 Preserving Assets***

All persons or groups using the Church facilities are expected to take an active interest in preserving the building and its equipment as a community asset. Renters are liable for damages. Non-Church organizations and individuals shall be required to pay reasonable charges for damage inflicted on the building and equipment beyond reasonable usage. The Facilities Coordinator shall be responsible for assessing the amounts of such charges. The Facilities Coordinator will require a damage deposit as defined in the application for rentals. (Attachment A) The Facilities Coordinator may require the organization to provide a “single-event” insurance policy.

### ***2.2 Liability***

All Non-Church organizations and individuals are required to provide proof of sufficient insurance coverage as a condition of using the building or any Church equipment. Weddings and Memorials over 100 are required to have insurance.

### ***2.3 Fee Payment***

All users are required to pay in full all required fees, deposits and special assessments as arranged with UUCUC. A security deposit of \$250.00 for weddings and other events are due at the time of reservation to secure the date. The Facilities Coordinator has authority to include charges of \$20/hour to provide a host.

### ***2.4 Cleaning***

All organizations and individuals, both Church and non-Church, shall be held responsible for cleaning any facilities used and restoring rooms to order, or for paying costs of such cleaning and restoration beyond those normally performed by the Church cleaning service. This is especially applicable when kitchen or other food service areas are used. All individuals and groups involved in preparing and serving food shall observe relevant Champaign County health codes.

### ***2.5 Kitchen***

The kitchen is to be cleaned by whoever uses it or the equipment from it. All used utensils, pots, pans, dishes, etc., are to be washed and put back in their storage places after use. General instructions for the use of the stove, microwave, coffee makers, etc., are posted near the machines.

### ***2.6 Linens***

Table linens are the responsibility of the user and are not provided by the Church to non-Church groups. Church groups must see to the cleaning and/or replacement of any Church-owned table linens.

## ***2.7 Furnishings and Equipment***

Church equipment, including such items as chairs, tables, kitchen equipment, tools, sound system equipment, etc., shall at no time be loaned or rented to non-affiliated groups or individuals for use off the premises. On rare occasions, Church equipment may be loaned to affiliated groups or individuals. Within these stringent limits, the Facilities Coordinator has the authority to approve the loaning of equipment for use outside the building, which may include collection of fees for any temporary use, as such fees may be established. The borrower shall be responsible for any loss, breakage, or damage to the borrowed property.

## ***2.8 Smoking***

Users must agree to abide by our no-smoking policy established for the entire building and within 30' of any door or window. An additional fee will be charged for grounds cleanup, including excessive litter from cigarettes.

## ***2.9 Alcohol***

UUCUC takes no position on the use of alcohol on site, except that moderation shall be maintained and all users shall comply with all Champaign County Liquor Control Board (CCLCB) rules, specifically:

- a) Proof of Event Insurance for serving alcohol shall be required before the day of the event
- b) No one under age 21 shall be served.
- c) Licensed servers, are required and must be secured by the user. Additionally,
- d) UUCUC shall not be held responsible for ensuring that CCLCB regulations are followed, or for the safety or actions of anyone consuming alcohol on Church property.
- e) User shall remove all containers of alcohol from the building upon departure.

## ***2.10 Decorations***

No decorations shall be applied to the walls without prior permission. Any material used to create special decorations shall conform to safety regulations as outlined by the Fire Department and shall be removed from the building by the group that put them up, immediately after such use. Any plans for change in decoration shall be submitted with the application for use of space, shall be approved in advance, and shall not exceed the plans as approved.

Nothing may be placed on the piano or organ or their benches. Greenery and flowers may be placed on windowsills, provided adequate protection against water stains is used. Candles must be dripless, and supported by non-flammable candleholders. Nothing may be affixed to, or removed from the walls or doors without permission from the UUCUC Facilities Coordinator. If approved, painter's tape is permitted for hanging decorations. The using group shall assume responsibility for any damage and/or personal liability resulting from their decorations.

## **2.11 Music and Sound Equipment**

UUCUC does not provide music or musicians for any group. Users must independently contract musicians. Special arrangements can be made to have a UUCUC sound technician at \$30/hour to assist with an event as an additional fee.

1. The user must be fully insured before instrument or sound equipment use, and additional fees may apply.
2. Request for use or concerns about the UUCUC piano or other musical instruments shall be directed to the UUCUC Facilities Coordinator.
3. Request for use of the Church sound equipment must be approved by the UUCUC Facilities Coordinator.
4. **The piano shall not be moved. Nothing shall be placed on the piano or the organ.**
5. The piano will not be tuned especially for a rental event. However, renters may have the piano tuned at their own expense, if they wish, but only by the piano tuner approved by the Music Committee Chair.

## **2.12 On-Site Solicitation and Promotion**

Authorized users have specific permission to solicit or promote their groups or activities, as set forth below. Non-authorized groups are not permitted to solicit, post or otherwise distribute materials on Church property, and will be asked to leave the premises. If unauthorized groups refuse to leave Church property upon request, legal authorities will be contacted by UUCUC.

1. Affiliated groups or groups/individuals sponsored by the Church or a Church Committee may solicit funds, sell tickets, gather signatures for petitions, sell goods, articles or services, or post/distribute leaflets during or after building use, insofar as such activities or their manner of conduct is in accord with other church policies.
2. Non-affiliated groups may distribute or post materials only during their building use, and only to their attendees. All non-affiliate materials must be removed from the Church at the conclusion of building use.

## **2.13 Off-Site Promotion**

Once use has been confirmed, users may state the name and location of UUCUC in their promotional materials. All promotional pieces must clearly show the sponsor of the event, whether or not the event is affiliated with UUCUC, and who is the beneficiary of proceeds, if any.

### **3. Use of the Building By Church Groups and Affiliates**

#### ***3.1 Church Groups***

The Board of Trustees, Church Committees and their sub-groups, do not pay rental on the use of building space for their meetings and sponsored activities.

#### ***3.2 Affiliated Groups***

Committees, Board(s) and affiliated organizations of denominational groups that function within our Church do not pay rental on building space used for meetings, workshops and sponsored activities.

#### ***3.3 Open Meetings***

All meetings are presumed to be open to Members and Friends of the Church. When groups must meet in closed session, the fact that the meeting is closed should appear on all published schedules and announcements of the event. UUCUC groups meeting in closed session may do so only as Church bylaws provide.

#### ***3.4 Co-Sponsorship***

Co-sponsorship involves a request by a non-Church group to a UUCUC Committee or the Board of Trustees for assistance in presenting a program or event, in light of the committee's, organization's, or Board of Trustee's own program goals. Such activities or projects are to be conducted in such a way that congregants may choose to attend or not.

1. Responsibilities of Co-Sponsorship: A committee, organization of UUCUC or the Board of Trustees, assuming the responsibility of co-sponsorship, also assumes the responsibility of overseeing the Church's part of that commitment, such as seeing that scheduling on the Church calendar is done, collecting and dividing any income from the event, and/or providing on-site committee members throughout the duration of the event to protect the Church's interests.
2. Co-Sponsorship Funding Distribution: All fundraising events must benefit non-profit organizations only. When an entrance fee or a donation is requested for a co-sponsored event, or any funds are raised by a co-sponsored event, a co-sponsored event may suggest a reduced entry fee or donation for UUCUC Members.
  - a. Only non-profit or not-for-profit groups may be co-sponsored by a UUCUC committee. Monies from the UUCUC committee's share shall be credited to the operating budget general fund, unless otherwise approved by the Board of Trustees.

## **4. Use of the Building by Individual Members of UUCUC**

### ***4.1 Life Celebrations***

Weddings and ceremonies of union, memorial services and child dedication services shall be without charge to UUCUC Members whose membership has been in good standing for at least six months prior to the date of the event. For wedding receptions or other parties associated with life celebrations, members will be asked to pay for auxiliary services, such as custodian(s), minister, musician(s), equipment, and a damage deposit.

### ***4.2 Children of Members***

Weddings and ceremonies of union for children of UUCUC Members, including those who are independent of their parent(s) and not members themselves, will be at no charge at the request of the parent(s), provided the parent(s) is/are in good standing for at least six months prior to the date of the event. Related receptions will be charged at the regular rates for auxiliary services, consistent with section 4.2 above.

### ***4.3 Personal Use***

Personal use of the building by UUCUC Members including but not limited to recitals, dances, classrooms, parties for birthdays, anniversaries, graduations, baby or wedding showers, etc., shall constitute an “outside rental” and regular fees will be charged at 50% of the rental rate.

## **5. Use Of The Building By Groups Not Affiliated With UUCUC (Renters)**

### ***5.1 Non-Profit Use***

UUCUC will rent to, and allow facility use by, non-profit or not-for-profit organizations only. Proof of 501c3 status will be required.

### ***5.2 Political and Social Action***

UUCUC does not endorse candidates for public office or engage in any prohibited partisan, political or lobbying activity. Whenever a non-UUCUC group or individual uses UUCUC facilities for the purpose of promoting political or social action, users must make it clear that UUCUC is not a sponsor of the event. The following disclaimer shall be sent to the renter, signed by them that they have read it, and returned to the UUCUC office before the event takes place.

That disclaimer shall be filed in the office with scheduling forms pertaining to the group:

**Disclaimer: This activity is not sponsored, endorsed, funded or otherwise affiliated with the Unitarian Universalist Church of Urbana Champaign. Use of the facility does not imply agreement with or responsibility for the opinions or activities of this organization.**

### ***5.3 Fees***

Rental fees will be charged to outside groups or individuals for use of the UUCUC facilities. Non-UUCUC groups may, on occasion, be allowed to use the UUCUC facilities at a reduced fee. Any waiver of fees must be granted prior to use; requests for reduction of fees will not be considered after the fact.

### ***5.4 Rental Period***

The rental fee covers either a daytime period (between 9 a.m. - 6 p.m.) or a nighttime period (6 p.m. - midnight) of any one day, with specific hours to be negotiated with the Facilities Coordinator. Functions which begin before 9 a.m. or extend beyond midnight are required to pay additional fees for opening and closing the facilities outside normal business hours, but such use does not trigger an additional day's rent.

### ***5.5 Exclusive Use***

Reservation of one or more rooms at UUCUC does not provide for exclusive use of the facilities (i.e., no one else in any other part of the building). Users requiring exclusive use will be charged for rental of the entire building. The UUCUC Office may be accessed or occupied by UUCUC personnel at any time during the rental and is not included in any exclusive use agreements.

### ***5.6 Continuing Use***

Ongoing renters, or renters who intend extensive use of the UUCUC building over several days, may request a reduction in rental fees from the Facilities Coordinator with board approval.

### ***5.7 Deposit***

Facilities Coordinator will generally require a reservation deposit and/or a damage and loss deposit of \$250.00, to be paid in advance of use. A reservation deposit will be applied to overall fees charged. A damage deposit may be refunded in full or in part based on condition of the facilities following use within one month after the event has been held.