

**UNITARIAN UNIVERSALIST CONGREGATION
OF FORT WAYNE**

**BUILDING USAGE POLICY AND
PROCEDURES**

Approved by the Board of Trustees on April 20, 2015

PURPOSE:

The Unitarian Universalist Congregation of Fort Wayne believes our building and grounds are an important asset that should be used by members of the Church community and by community organizations with compatible objectives.

RENTAL POLICY:

The Unitarian Universalist Congregation of Fort Wayne will provide space to members and community organizations with compatible objectives to use as defined in our building usage agreements. In most cases, the Church expects the costs of usage to be covered by rental fees and, therefore, will request payment from the organizations or persons for requested areas.

CHANGE OF CHURCH PROPERTY POLICY:

No changes may be made to the buildings or grounds including permanent artwork without the pre-approval of the Buildings and Grounds Committee and, in cases where the change is substantive, the Board of Trustees must also approve the proposal.

LOAN OF PROPERTY POLICY:

Church property valued at less than \$100 may be loaned by the Congregational Administrator for a specified period of time. Items of greater value may require the approval of the Buildings and Grounds Committee or the department or committee having responsibility of the item and/or the Board of Trustees depending on the value and the importance to the Church.

BUILDING KEY PROCEDURES:

1. The Building Administrator is in charge of keys and keypad access.
2. Outside Door Keys:
 - a. Outside keys to the building will be given only to the Minister and Building and Grounds Chairperson(s). The only exception is for a person with a valid need for entrance who cannot use the stairs. This exception is to be determined by the Congregational Administrator.
 - b. Outside door keys are not to be given to outside groups.
3. Key Pad Procedures:
 - a. Access to the building through the keypad will be given to members and nonmembers who have a valid need and are approved by the Congregational Administrator.
 - b. The Congregational Administrator will keep records of those persons who have access numbers.
 - c. The Congregational Administrator will cancel access numbers as soon as possible when the person no longer needs or is entitled to access.
 - d. The Building and Grounds Chairperson(s) will be trained periodically in the use of the keypad module, and have access to the folder with the module instructions.
4. Inside Key Procedures:
 - a. Inside door keys will be given out by the Congregational Administrator as needed and are to be returned as instructed by the Congregational Administrator.
 - b. There will be a \$25 key deposit for all outside groups who are given keys to inside doors. The \$25 deposit will be returned when the key has been returned to the Congregational Administrator.

- c. The following members, by their position, may be issued inside keys for the duration of their service:
 - i. The Minister and all other paid staff (master key),
 - ii. President of the Congregation (master key),
 - iii. Building and Grounds Committee Chairperson(s)
 - iv. Others who demonstrate need to the Administrator
- d. The Congregational Administrator will maintain a current list of inside key holders
- e. Members who are given an inside key and lose them will pay \$25 for the replacement of the key.

BUILDING USE SCHEDULING:

1. All Committee Chairpersons must schedule use of a room through the Congregational Administrator.
2. Church members requesting space for approved functions will have priority over community related requests.
3. The approved applicant will be provided with a copy Building Rental Application Form and the two-page Building Use Guidelines.
4. Church members requesting the services of the UU Minister to perform Church functions such as weddings, funerals and other special events should make their request directly to the Minister.
5. All events need to conclude no later than midnight, including clean up. Given the residential nature of the area, noise needs to be controlled after 10 PM.

RENTAL PROCEDURES:

1. Persons interested in renting the facilities must talk with the Congregational Administrator to verify that the desired date and space is available and that the beliefs of the person/group are consistent with the Church's beliefs. If the beliefs are at odds, the Congregational Administrator will decline the rental request. The applicant may appeal to the Board of Trustees at the next regularly scheduled board meeting.
2. The Congregational Administrator will help the applicant complete the rental portion of the application so it is clear to both what rooms will be used and whether staff services will be required. Fees will be determined at this time.
3. The applicant will finish the Building Rental Application Form and submit it to the Congregational Administrator with deposits and other associated fees, generally one month prior to the date and time requested. The person or organization that has been approved must sign a Usage Agreement committing to abide by the rules and regulations set forth by the Church.
4. Once the application is received and fees have been paid, the Congregational Administrator will meet with the renter to review building procedures, locations of important/related items such as the alarm system, clean up equipment, etc.
5. The approved applicant will be provided with a copy of Building Use Guidelines and the approved application.
6. The Board of Trustees reserves the right to assess fees or charges if damage occurs during the rental or special clean up is required following the event. The Board also reserves the right to cancel any further use of the facilities or grounds by this tenant.

7. The Board of Trustees may waive aspects of the Building Use Policy and Procedures to groups that have been denied the right of assembly at other locations and/or would be unable to meet some part of our policy/procedures. The Congregational Administrator is authorized to determine if a group may qualify for this consideration. If further consultation is required, the Congregational Administrator will consult with the Minister or Board President.
8. Rentals for a series of meetings or classes should be paid before the start of classes. The assessed fee is based on each meeting.
9. The rental fee is based on the time the building is opened through clean up.
10. Items not available for use or rental include: office or its equipment, sanctuary chalice, church's disposable tablecloths or napkins, church's candles, church's disposable plates, cups, and flatware.
11. Unless special arrangements are made, custodial fees (@ \$40/hour) will be charged for set up and restoration of furniture when events require a change in seating, placement of tables, etc. from the norm at the church. The Congregational Administrator will create a diagram for desired placement of furniture and equipment according to the renter's needs.
12. Use of the kitchen, linens, dishes, flatware, bowls, cups and glasses is only permitted if included in the rental application. Renter is responsible for complete kitchen clean up, including returning dishes, etc. to original location. All linens must be laundered and returned to the Church before the Damage Deposit is returned.
13. Use of the piano, organ or sound system is permitted if approved with the rental. Moving the grand piano requires a higher fee because that necessitates tuning. **Nothing** should be placed on the Grand Piano.
14. The sound system CANNOT be used without our technician. Doing so can cause damage that will be charged to the renter.
15. Candles used in ceremonies/vigils must be extinguished immediately after use. Candles used for ambiance or decoration either need to be enclosed (e.g. in a glass holder) or flameless. If candles are used, the renter assumes ALL responsibility for removing any wax on furniture or carpet.

Rental Charges are for events up to four hours unless otherwise stated. There is a base fee for Type B-G Events plus extra charges for rooms or services in yellow.

Type A Events – No Charge

Congregational Events or Donation Only

Not-for-profit groups that serve the community such as Alcohol Anonymous

Use of kitchen, piano, sound system, and custodial services extra

Type B Events – No Charge

Member-sponsored groups (i.e., Civic and Community, Charitable, or Political) for educational or philanthropic activities and no admission will be charged

Use of kitchen, piano, sound system, and custodial services extra

Type C Events - \$50 basic fee per event, plus special charges as warranted

Non-member groups who request the use of the facility for educational or philanthropic purposes and no admission will be charged

Use of kitchen, piano, sound system, and custodial services are extra

Type D Weddings/Social Events Up to 4 hours

Parties/reception fees include kitchen and gallery

Sanctuary: Wedding service (member):	\$ 50
(non-members):	\$100
Social Hall: Reception (member)	\$100
(non-members):	\$200

Use of other rooms, piano, sound system, and custodial services extra

Wedding fees do not include the customary payment of \$450 for the Minister

Type E Events - \$250 basic fee, plus special charges as warranted

Groups who will charge admission to event *such as quilt show or concert. Rental would include social hall, gallery.*

Use of other rooms, piano, sound system, and custodial services extra

Type F Events – Memorial Services

No charges assessed to Members

Friends of the Church will be charged if the kitchen and the social hall are used

Type G Events – Renter charging admission

Series of classes, lectures, etc., where participants are charged admission/tuition. Fee based on hourly rate but will be discounted 10% for renters who schedule and pay for three or more events at a time. See list below for pricing of requested areas.

Type G Rental Fees

Room	Member Up to 4 hours	Non-member Up to 4 hours	Over 4 hours
Sanctuary	\$50	\$100	\$50 per hour
Social Hall	\$100	\$200	\$50 per hour
Kitchen	\$50	\$100	
Gallery	\$20	\$40	
Classroom, Choir room, Nursery	\$15	\$30	
Patio	\$10	\$20	
Entire Building & Grounds			\$125 per hour

Equipment Fees

- _____ Piano/Organ \$50, \$100 if moved
- _____ Large sound System \$75
- _____ Portable sound system
\$50
- _____ Projector (requires adapter for Mac) @ \$40 hr.

Service Fees

- _____ Custodial Services @ \$40/hour
- _____ Technician for large sound system @ \$40/hour

Deposit Fees

- _____ (for rentals of \$100 or less) \$100
- _____ (for rentals more than \$100) \$200

Building Use Guidelines:

1. You are responsible for the conduct of the participants, as well as any damages to the building, equipment, or grounds or personal injury to members or guests. The Board of Trustees may require your group to provide your own insurance to cover congregational facilities and property during your event with a one-time rider policy presented with the rental agreement. The Board also reserves the right to cancel any permission granted and will not be liable for any costs incurred by the renter.
2. Children must be supervised **at all** times whether the nursery has been rented or not.
3. Smoking is prohibited throughout the building.
4. Possession and/or use of controlled substances not prescribed by a physician, possession and/or use of firearms and/or dangerous weapons, and unruly behavior are prohibited. Serving of alcohol is not permitted to youth under the age of 21. Statutes and laws of the State of Indiana must be followed.
5. Parking is restricted to the paved parking area at the rear of the property and adjacent to the drive. It is **not** permitted in the driveway. Additional parking may be available in the Temple parking lot next door. The renter is responsible for seeking permission from Congregation Achduth Vesholom.
6. If the nature of your event requires special police, chaperones, and/or fire protection, these expenses are your group's obligation. The Church reserves the right to require that police, chaperones, and/or fire protection be provided along with a one-time insurance rider if concerns exist regarding safety and the well being of participants and the facilities.
7. Use of the facilities shall be strictly limited to those areas designated and approved on the application. Whenever special equipment is required, a Congregational Representative may be assigned to your event, at additional cost. This cost will be determined by the time the person is required to be present to complete his responsibilities. This representative shall have complete authority concerning the use of the facilities and grounds.
8. No signs, posters, or other materials shall be attached to or against the walls, windows, woodwork, or on the grounds, without the express approval of the Congregational Administrator or Minister. Rice, metallic confetti or glitter are prohibited in the Sanctuary or on Church grounds.
9. Only service animals are allowed in building during rentals without prior Congregational Administrator approval.
10. Given our location in a residential neighborhood, we ask that noise be limited especially for events extending past 10 PM. All events, including clean up, should end no later than midnight.
11. Publicity – No renter may advertise the Church name in their marketing or promotional literature as a sponsoring organization without written approval of the Board of Trustees unless it is a UUCFW event or affiliated organization event. Non-church events are

prohibited from listing the Church phone number on advertising materials as a contact number for further information. It is the responsibility of the user to provide all necessary information and registration, including directions, to those who may need them.

12. Opening the Building:

- After entering the side door using the key code, proceed to front doors and unlock them with Allen wrench key located on doorframe.
- If using Sanctuary, lights are located in the Gallery next to the ceiling fan switches.
- Do not change heating or cooling settings; Ceiling fans can be adjusted.
- If the fire alarm should go off, go to the New Furnace Room and follow the instructions on the black panel.

13. Clean up: The facilities and grounds shall be left in the condition in which they were found. Next day clean-up is permitted **if** the facility is not scheduled and is **pre-arranged** with the Congregational Administrator. Cleaning supplies including vacuums are located in the Old Furnace Room. You and your group must do the following:

- ___ Wash all tables and countertops.
 - ___ Clean all appliances and coffee pots that were used.
 - ___ Wash, dry, and put away all kitchen dishes and utensils used. Clean all kitchen appliances used.
 - ___ Return all chairs and tables to their original location.
 - ___ All linens used must be washed and returned before the security deposit is returned.
 - ___ All trash should be placed in the trash bin located outside the social hall door. However, it is preferred that you remove from the site all refuse generated from your event.
 - ___ Put away toys or supplies used in the Religious Education Wing or Nursery.
 - ___ Remove remaining foodstuffs (brought for the event) from the refrigerator.
 - ___ Carpet spills must be handled in the following manner:
 - a. Blot area with paper towels.
 - b. Put cool water on spilled area.
 - c. Blot again with paper towels.
 - d. Repeat process if needed.
 - e. Report spills that cannot be successfully cleaned with these steps to the Congregational Administrator.
 - ___ Vacuum all carpeted rooms used.
 - ___ Wet mop all hard flooring in rooms used.
 - ___ Return the grounds to pre-event condition or better.
13. Exit procedures:
- ___ Lock all windows and doors.
 - ___ Turn out lights according to the directions on the switchbox in the hall by the restrooms.
 - ___ Check to make sure all coffee makers are unplugged.
 - ___ Do not adjust thermostats. Return ceiling fans to original settings.
 - ___ If piano was moved, per agreement, do not leave it against an outside wall.
 - ___ Equipment brought to the Church building or grounds must be removed within 24 hours following the event or 8am on Sunday unless special arrangements are made.

14. Meet with Congregational Administrator for official sign-off and to return laundered linens and keys (if used). The Security Deposit will be returned by mail. Failure to meet expectations outlined above will result in forfeiture of all or some part of the security deposit necessary to pay for clean-up @ \$40 per hour. The \$25 indoor key deposit will be refunded upon return of the key to the Congregational Administrator.

Building Rental ~ Usage Application
Unitarian Universalist Congregation of Fort Wayne
5310 Old Mill Road
Fort Wayne, IN 46807
(260) 744-1867
uufortwayne@frontier.com

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Event: _____ **Times of Event:** _____

Brief Description of the Event: _____

Fees must be paid in full one month prior to the event. If the event is cancelled 14 days prior to the event, all fees will be returned.

_____ Church Member _____ Non Member

Areas Requested: *Check desired areas and circle time period.*

- _____ \$50 piano or organ use
- _____ \$100 if piano is moved
- _____ \$75 large sound system + cost of Technician @ \$40/hr
- _____ \$50 portable sound system
- _____ Damage Deposit
 - _____ (for rentals of \$100 or less) \$100
 - _____ (for rentals more than \$100) \$200
- _____ Custodial Staff \$40 per hour
- _____ Projector (requires adapter for Mac) \$40 per hour

Areas Requested: *Check desired areas and circle time period.*

- _____ Sanctuary
- _____ Social Hall
- _____ Gallery
- _____ Library
- _____ Kitchen

_____ Classroom	
_____ Choir Room	
_____ Nursery (must be supervised)	
_____ Patio	
_____ Entire Building & Grounds	_____ Total Building Use Fees

Special Arrangements:



Liability Protection:

The person/group booking this event agrees to indemnify the church within 60 days for any and all damages resulting directly from the use of the Church facilities and/or grounds or for any action of any person who comes to the church for the event. The person/group booking this event further agrees to pay for collecting said costs, including court and attorney fees encumbered by the Unitarian Universalist Congregation of Fort Wayne, and interest of 20% per annum from the date of the event.

The Church is not responsible for personal articles or valuables brought into the Church. When art objects, musical instruments, or technical equipment or other items of value are brought into the Church, the owners must carry their own property insurance.

I/We, the undersigned, have read and agree to abide by the terms of this agreement. I/We agree that extra charges will be assessed if the damage deposit does not cover damages or clean up incurred by me/us or anyone working for me/us or attracted directly or indirectly to the event. I/We understand that payment for rental of the facilities is due one month in advance of the event.

Signature of Renter

Date

Congregational Administrator

Date

Congregational President (if required)

Date