

**UNITARIAN UNIVERSALIST CONGREGATION
OF FORT WAYNE**

BUILDING USE GUIDELINES

Approved by the Board of Trustees on August 17, 2020

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. There are **six handicap** parking spaces and 36 for regular use. Additional parking may be available in the Temple parking lot next door. The renter is responsible for seeking permission from Congregation Achduth Vesholom office, 744-4245.
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 wellbeing of participants and the facilities.
7. Use of the facilities shall be strictly limited to those areas designated and approved on the agreement. 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 their 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. Use of the piano 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.

13. The sound system CANNOT be used without our technician. Doing so can cause damage that will be charged to the renter.

14. 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.

15. 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.

16. 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 Faith Formation 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.

17. 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.
18. 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.