

**UNITARIAN UNIVERSALIST CONGREGATION
OF FORT WAYNE**

**BUILDING USAGE POLICY AND
PROCEDURES**

Approved by the Board of Trustees on August 17, 2020

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. Due to our status as a 501(c)(3) organization, we will not use our building for any particular political party nor for any candidate running for public office.

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. 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.
4. 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 enquirer will be provided with a copy of the Building Use Guidelines.
3. The Congregational Administrator will help the applicant complete the rental portion of the agreement 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.
4. The applicant will finish the Building Rental / Usage Agreement 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 this agreement, committing to abide by the rules and regulations set forth by the Church.
5. Once the agreement 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. The renter will be provided with a copy of 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 agreement. 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.