

# UUCOB Building Use Policy and Guidelines

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### **A. Statement of Policy**

It is the policy of the Unitarian Universalist Congregation Ormond Beach, Inc. (UUCOB) to make its building facilities available to individuals and groups in the community that seek to serve and enrich human life, whether through the arts, education, politics, recreation, celebrations or other activities that are compatible with our mission statement and other church policies. This policy provides the guidelines for use of UUCOB property for purposes outside of our regular meetings and beyond the work of our member committees. This policy is determined by UUCOB's Board of Trustees, and may be reviewed and amended from time to time at the Board's discretion.

UUCOB is a Not-for-Profit Religious Corporation and does not benefit financially from those who use its facilities. However, in the interest of fairness to the church membership, fees may be imposed to help share the costs of utilities, maintenance, and general wear.

The UUCOB Board of Trustees may allow the use of the Society's property by:

1. Individuals
2. Special Interest Groups

### **B. Permission to use UUCOB's property may be given when the following conditions are met:**

#### 1. Property Use by Individuals

Use of UUCOB's property by individuals for weddings, meetings, etc. shall require a completion of a Building Use Agreement (Reference Document 1) and payment of rent as specified in the agreement prior to property use. Rental fees shall be in accordance with the current UUCOB Rental Fee Schedule (Reference Document 2). Rental fees for Rites of Passage (wedding, commitment service, service of union, memorial service) may be waived if the individual is a UUCOB member in good standing.

#### 2. Property Use by Special Interest Groups

The UUCOB Board of Trustees may recognize as "Special Interest Groups" those organizations which include members of UUCOB and whose purposes and intentions it finds to be in sympathy with the principles of the Unitarian Universalist Association. The Board may terminate such recognition upon finding that the organization no longer meets these qualifications.

Use of UUCOB's property by Special Interest Groups shall require completion of a Building Use Agreement and attendance at each property use by at least one current member of UUCOB. The

UUCOB Board of Trustees may waive the payment of security deposits by Special Interest Groups. Special interest groups may publish information in the UUCOB newsletter and website. Such published information may be limited in kind and quantity at the discretion of the UUCOB Board of Trustees.

Nothing in this Policy shall be construed as infringing upon the control of Special Interest Groups by their own membership.

### **C. Guidelines for Building Users**

Building users are required to adhere to the following policies and guidelines when renting the facilities.

1. **PUBLICITY:** Do not use the UUCOB name as the sponsoring organization in any advertising or promotional literature for your event, unless it is an "official" UUCOB event. Do not publish the UUCOB phone number as the number to call for further information about your event.
2. **RESTORATION OF PREMISES:** Leave premises and equipment in the same condition as when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. Renters are to assume full responsibility for repairs required restoring to original condition. Decorations or other materials may not be placed on walls, windows or furnishings without prior approval. All decorations are to be removed at the conclusion of the event.
3. **FACILITIES USED:** Use of premises is restricted to only those indoor and outdoor facilities and to those times, which are specified in the Building Use Agreement. Use of the facilities **MUST BE TERMINATED AT THE AGREED UPON TIME.**
4. **CHILDCARE:** If renters are using a portion of the facilities for childcare, no person under the age of 18 years may be solely providing that childcare. Children and youth (under 18) must be supervised at all times, especially when the playground is used.
5. **EQUIPMENT USED:** Renters may be granted permission to use the playground, the piano and or audio-visual equipment with prior arrangement. Piano may be repositioned by UUCOB staff only.
6. **CARE OF FACILITIES:** Renters should be particularly cautious with food and beverages to avoid spills on the carpets. If spills do occur, they are to be immediately wiped up. Disregard for care of carpets will subject deposit to forfeiture. Candles are to be used only with advance permission and only in fireproof containers. Any decorations used near candles must be fireproof. Protection must be used so as to prevent candle wax from spilling on the carpet.
7. **USE OF KITCHEN:** Use of the kitchen may include all equipment and appliances in the kitchen. Renters are to bring their own food, including coffee, tea, sugar, cream, etc. Instructions for use of the dishwasher are posted in the kitchen. Any items washed by hand should be dried and put away. All garbage is to be placed in containers provided. Any food placed in a refrigerator or freezer by renters must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor and tables.
8. **ALCOHOLIC BEVERAGES:** No alcoholic beverages shall be served or available during the leased period unless UUCOB grants prior permission. Furthermore, permission shall not be granted without Lessee's agreement to abide by the Alcohol Use Policy described in Section F.
9. **SMOKING POLICY:** Smoking is not allowed in the building and must be confined to the deck on the north side of the building. Smoking materials are to be completely extinguished and disposed of outside in containers provided, or removed from the premises.
10. **ANIMALS:** Animals are not permitted in the building, except for Seeing Eye dogs.

11. NOISE: NOISE MUST BE KEPT WITHIN ACCEPTABLE LIMITS AT ALL TIMES SO AS NOT TO DISTURB NEIGHBORS.

\*\*\*\* 12. EMERGENCIES: In the event of emergencies, phone numbers and instructions are posted by the phone in the kitchen.

13. SATURDAYS - All non-UUCOB activities or receptions must end by 6:00 p.m. on Saturdays unless special arrangements are made for clean up and set-up for congregation use Sunday morning.

14. RECYCLING IS ENCOURAGED. Containers for recyclable materials are provided and located in the kitchen.

#### **D. The Responsibilities of being a 'Key-holder' of UUCOB**

1. The Board of Trustees has charged each person in possession of a key to the church who opens the doors (or a door) to be responsible for the following items. If you are not willing to accept these responsibilities, please return your key to a board member.

2. Before leaving, check all DOORS and WINDOWS to be sure each is closed tightly and locked (someone may have gone out a different way, or opened a door for ventilation). Do not rely on automatic closers. Check to be sure that it locks! Please ensure that all doors to the audio equipment are locked (even if you don't have an audio key). Special instructions for locking and unlocking the new front door are posted on the refrigerator.

3. Turn off all LIGHTS. Make sure that sanctuary lights are completely OFF by turning ALL the dimmer switches counterclockwise. In the summer, close all window blinds. In winter, leave blinds open. Instructions for heating/air conditioning are posted by the thermostats.

4. If you used the coffeepot, or anything ELECTRICAL, be sure it is turned off and/or unplugged and put away.

5. Be sure all candles are completely extinguished.

6. Instructions for use of the dishwashers are in the kitchen. Anything that was hand washed must be dried and put away before leaving. Do not leave them in the dish rack or on the counters.

7. Garbage must be removed from the building and placed in the containers provided on the deck.

8. Do not lend the key to anyone. If someone is requesting a key from you, please refer them to a UUCOB Board Officer or Trustee.

\*\*\*\* 9. Spills on the carpet are to be treated as soon as possible since our maintenance personnel may not have sufficient opportunity before the next event to remove the spots. So your consideration is greatly appreciated by the congregation, and by the next renter. Cleaning materials and instructions will be found in the hall closet.

10. Keys must not be duplicated and they must be promptly returned when no longer needed. If a key is lost, a fee may be charged to pay for changing the locks on the building.

## **E. ALCOHOL USE POLICY**

Groups using UUCOB facilities may be granted the privilege of serving alcoholic beverages. If this privilege is granted, the following policies must be observed.

1. The host or host group sponsoring the activity on UUCOB premises assumes all responsibility for observance and enforcement of the alcohol use policies.
2. Alcoholic beverages to be served are to be provided only by the host or host group.
3. Only beer or wine (including champagne) may be served. No distilled beverages are allowed.
4. Food must also be served when alcoholic beverages are served.
5. Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally prominent as the alcoholic beverages.
6. Underage drinking, as defined by Florida Law, is prohibited and must be strictly enforced.
7. Alcoholic beverages must be provided free of charge.
8. Recycling is encouraged in the use of plastic, metal, or glass containers.

## **F. Reference Documents**

This (1) Policy document also refers to the (2) UUCOB Rental Fee Schedule and the (3) UUCOB Building Use Agreement. In all three of these documents, the terms "rent" and "lease" and their variants are used interchangeably.

## **G. Building Use Rental Fee**

**Rental Agreement and Rental Fee Schedule are on next page**

## Building Use or Rental Agreement

Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Purpose of \_\_\_\_\_

Requested by: \_\_\_\_\_ Member? (Y, N): \_\_\_\_\_

Phone Number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Email Address: \_\_\_\_\_

US Mail Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Public \_\_\_ Private \_\_\_ UU Event \_\_\_ Free? (Y, N) \_\_\_ If no, how much will you charge? \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Time: Event \_\_\_\_\_ to \_\_\_\_\_  
 Arrive \_\_\_\_\_ Leave \_\_\_\_\_ (Includes set-up & take down). Advance Preparation, Furniture  
 needed, other? \_\_\_\_\_

Our Fee Structure:

- A) For a free event sponsored by nonmembers: \$2 per person, but no less than minimum room charge, regardless whether it's public or private.
- B) For a free event sponsored by Members:
  - B1) If open to the public, \$1 per person
  - B2) If closed to the public, \$1 per person, but no less than the minimum room charge.
- C) Fee Event (same charge to MEMBERS and NONMEMBERS, whether public or private):  
 \$2 per person, minimum room charges or 10% of total collected, whichever is greater.

Minimum Charge Per Room (for use of up to 4 hours. If over 4 hours, charge doubles.)

Space(s) requested:	___ Sanctuary: \$50	___ Large Room 1: \$30	___ Small Room 2: \$25	___ Kitchen \$25
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Room fees for all spaces:		_____
Key Deposit	\$25	_____
Security Deposit	\$50	_____
Cleaning charge \$25/hr.:		_____
Piano Fee	\$25	_____
Set Up Fee:		_____
Sound Tech Fee \$25.hr		_____
TOTAL:		\$ _____

Deposit received with reservation (50% total) \_\_\_\_\_

Balance received (due 1 week before event) \_\_\_\_\_

Please note:

1. Alcoholic beverages are not permitted in the church building without special permission.
2. Cancellation less than 3 days before a scheduled event may result in forfeiture of deposit.
3. Renters agree to be financially responsible for all damages that may occur during your use of facilities.
4. Security Deposit will be refunded upon completion of the requirements as follows:
  - \_\_\_ Premises are clean and found in same condition as when rented
  - \_\_\_ Heat & air conditioning reset and lights turned off
  - \_\_\_ All doors locked
  - \_\_\_ Key (s) returned to church office when program is completed
  - \_\_\_ Payment in full of usage fees

\* Cancellation less than 1 week before scheduled event will result in forfeiture of deposit. Earlier: \$25. fee.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

UUCOB Representative signature \_\_\_\_\_ Date \_\_\_\_\_

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