

WESTSIDE UNITARIAN UNIVERSALIST CHURCH POLICIES AND PROCEDURES
BUILDING USE POLICY

SECTION 2

Any use of Church property is under the authority of and subject to the approval of the Board of Directors. This policy guides the building use and rental of Church facilities. All groups, including members and friends, requesting use of Church property must indicate their agreement, adherence, conformance, and consent to this policy by their signature on the Contract for Rental Use Agreement. All fees are instituted to defray maintenance and utility costs to the facilities.

Requests for use of the Church property must be made a minimum of thirty days in advance of the event. All rental fees and deposits must also be tendered 30 days in advance of the event.

The preferred method for requesting use of the Church Property is to make the request in writing directly to the Board with all relevant information provided. Requests may also be made by submission of a calendar request for an event on the Westside web site which will be forwarded to the Board by the administrator for approval. With this method additional information may be required and this could delay or even prevent Board approval if sufficient time is not available for the Board to reach a consensus.

Use of alcohol at any event must be approved by the Board of Directors.

The Board must approve any variations from this policy and the standard rental agreement, which follows this policy and is part of the building use policy.

I. The Categories of Use

A. Category I – Church functions

1. No charge is made for use of the Church facilities for church functions when members use the church. Church functions are worship services, memorial services, religious education, committee meetings, programs, and other activities in which members participate.
2. The Board may designate other events as church functions if they are for the benefit of members and/or sponsored by a member.

B. Category II – Regular Rentals

1. Members and non-members may rent Church facilities for non-church functions that are not in conflict with Unitarian Universalist Principles and Purposes.
2. Members in good standing receive a 50% discount of regular fees.

II. Fees

- A. Deposit of \$150 is required. Rent and deposit are due 30 days in advance of the event. Checks will be deposited in the Church's checking account.

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- B. Cancellation fee:
 - 1. 30 days or more notice \$25
 - 2. Less than 30 days notice \$50
- C. The renter is responsible for ensuring that the condition of the building is returned to normal, and that the church is locked securely after the event. If upon inspection the building is found to require cleaning, the cost of such cleaning will be deducted from the deposit.
- D. Rental fees and deposits are deposited in the Church’s checking account when received. Deposits are returned after inspection is done. If no damage is found or cleaning is not necessary, the deposit will be returned within 14 days of the event. If there is damage, section 4 below determines when deposit refund is mailed.
- E. The deposit will be retained until repairs are completed and condition of facilities is returned to its usual condition. If damages or cleaning required exceeds the deposit the renter will be billed for the remaining amount.
- F. In the case of regular, on-going rentals, all rents are to be paid one month in advance of use. Failure to pay will result in a cancellation of the contract, at the discretion of the Board.
- G. Waiver of Fees; The Board of Directors, by a majority vote, may waive any rental fee or deposit.

III. Schedule of Fees

Room	Fee	Description
Sanctuary (includes Narthex & Sound System & does NOT include the piano)	\$100	Up to 3 hours, additional time billed at \$30/hour (includes time to breakdown, arrange, and return to usual condition).
Sanctuary, Kitchen & Fellowship Hall	\$200	Up to 3 hours, additional time billed at \$60/hour (includes time to breakdown, arrange, and return to usual condition).
Kitchen & Fellowship Hall only	\$120	Up to 3 hours, additional time billed at \$40/hour (includes time to breakdown, arrange, and return to usual condition).

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IV. Other Services

- A. If a renter feels the need for security, the renter is responsible for hiring security.
- B. If a renter hires a cleaning service, the renter is responsible for such hiring, ensuring that the condition of the building is returned to normal, and that the church is locked securely after the event.
- C. The piano may be used upon request with an additional deposit of \$250.

V. Other Policies

- A. Method of Payment; All checks for church rentals are to be written to Westside UU Church.
- B. Use of Alcohol; Any renter who wishes to serve any alcoholic beverages must have the approval of the Board and must petition the Board 30 days prior to event.
- C. Rental of Fellowship Hall & Kitchen includes:
 - 1. Tables, chairs, dishwasher, sinks, oven, stove, microwave oven, dishes, utensils, refrigerator
- D. Renter must follow & use “Renters’ Checklist”

VI. Responsibility of Renters

- A. Sign the contract; pay rental fee and deposit; and secure Renter’s Checklist.
- B. Coordinate with church representatives to obtain and return keys to church. In the event a Church official, employee or member is required to open and/or secure the facility, a single payment of \$20 per event will be paid to the official, employee or member from the rental fee collected.
- C. Use only rooms rented.
- D. Clean all spaces used, return rooms to their usual condition, and take away renters’ trash.
- E. Turn off all lights, return air to normal settings for the season, and ensure church is secure.
- F. The renter may, at the renter’s option, arrange with the Church for clean-up for an additional \$50

This Building Use Policy includes the “Contract for Rental Use” and the “Renters Post-Function Checklist” attachments.