

Westside Unitarian Universalist Church 901 Page Ave. Fort Worth, TX 76110	WUUC Policies and Procedures
---	-------------------------------------

Title	Building Use Policy
Number	B.1
Purpose	To provide guidance on the building use and the rental of church facilities.
Scope	This policy will apply to all uses of church facilities.
Definitions	None
References	None
Appendices	B.1.1 Contract for Rental Use B.1.2. Renters Post-Function Checklist
Author	Building and Grounds Committee
Approval Dates	Origination: Unknown Last Revision: 5/2019 Last Reviewed: 02/02/2024 Next Review Date: 02/02/2025

Building Use/Rental Policy

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/rental 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, utility, and labor costs involved in this use..

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 be tendered 30 days in advance of the event.

To request use of the Church Property for a private event, complete the Application for Use of Church Property and submit it to the designated staff person or directly to the Board with all relevant information provided.

Use of alcohol at any event must be communicated to the Board of Directors one month in advance of the event.

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 Sanctuary or Classrooms for church functions when members use the church. Church functions included but not limited to worship services, memorial services, religious education, committee meetings, programs, and other activities in which members participate. Use of Fellowship Hall may require a rental fee assessment depending on the nature of the function and anticipated use of facilities.
2. The Board may designate other events as church functions if they are for the benefit of members and/or sponsored by the Church or 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 \$ 200 or room rental rate if lower. Deposit and rental payment are due 30 days in advance of the event to hold the date. (see IID)
- 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 post-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 E below determines when deposit refund is mailed. For recurring rentals, deposit will be refunded after the final meeting has been held.
- 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 rent payments 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

	SEATING CAPACITY	Deposit	RENTAL RATES (4 hour rental)		
			MEMBER	NON-MEMBER	NON-PROFIT
Sanctuary	150	\$200 (or room rental late if lower)	\$175.00	\$350.00	\$175.00
Piano		\$150	\$125.00	\$125.00	\$125.00
AV Use	NA		\$25.00	\$25.00	\$25.00
Narthex/Lounge	15		no additional charge		
Fellowship Hall/Kitchen	see below		\$175.00	\$350.00	\$175.00
Glass Classroom	35		\$60.00	\$120.00	\$60.00
Emerson Classroom	12		\$40.00	\$80.00	\$40.00
Harper-Young Classroom	16		\$40.00	\$80.00	\$40.00
Potter Classroom	8		\$40.00	\$80.00	\$40.00
Spirit Play Classroom	8		\$40.00	\$80.00	\$40.00
Gardens/Courtyard	varies		See Fellowship Hall/Kitchen rates as these may also be used as needed and will be reserved for the event as back-up space in case of inclement weather.		
Facilities Representative/ AV Tech	<p>*All rentals will require the payment of an on-site Facilities Representative paid at an hourly rate of \$40 per hour with a 4 hour minimum. Facilities Representative's responsibilities will include unlocking the building, assisting with set-up, presence during the event to handle unforeseen situations (fire alarm, spills that require immediate custodial attention, etc), breakdown and reset, sweeping and mopping, securing the building at end of rental.</p> <p>AV Use: if recurring rental, a group member can be trained to use the equipment (IE: use of powerpoint presentations) with no further fees. If an AV Tech from Westside UU is needed, payment of \$50 per hour will be required.</p>				
<p>PLEASE NOTE: the rates shown above are for "one time" events. For recurring or multiple day events, please email Office @WestsideUU.org</p>					

Additional Notes:

*Rental rate based on four hours usage including set-up and reset/clean up; additional hours will be charged proportionately

*To receive non-profit rate, the organization must provide proof of tax status AND be in "sympathy and alignment with UU and Westside principles"

*Security deposit of \$200 (or room rental rate if lower) must be received to reserve date on calendar (30 day minimum preferred. Additional deposit of \$150 required if piano is rented. Security deposit will be returned to renter following event under most circumstances. Monies will be deducted as deemed appropriate for hours (rental and personnel) beyond contracted amount, property damage, excessive cleanup.

*Full rental payment is due 7 days prior to the event. Full rental amount will be determined by Church Administrator and/or Facilities Representative based on Event Worksheet requests.

*If alcohol will be served: at least one month prior, member must notify board; non-member must notify board and hire security through Fort Worth Police Department

*Fellowship Hall Seating: 80 max with table usage/140 max for lecture style seating

*Linens NOT included in rental fee and may not be used.

*Gun Free Building; NO smoking on property, NO glitter, confetti, real or paper flower petals, rice or birdseed. NO tacks in the walls, tape on the walls. 3M Command products are approved if used as directed.

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 and/or audio/visual equipment may be used upon request with an additional deposit of \$150.
- D. If renter needs assistance with set-up or clean-up, the Church may provide it at \$40/hour.

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 notify the Board 30 days prior to the event.
- C. Rental of Fellowship Hall & Kitchen includes:
 - 1. Tables, chairs, sinks, counter-top appliances, microwave ovens, warming drawers, refrigerator, freezer and ice maker.
- D. Renter must follow & use "Renters' Checklist"

VI. Responsibility of Renters

- A. Sign the contract; pay deposit and rental fees according to scheduled; 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 for a member, a single payment of \$20 per event will be paid to the official employee from the rental fee collected.
- C. Use only rented rooms, restrooms, and lounge.
- D. Clean all spaces used, return rooms to their usual condition in the setup they were found, and take away renters' trash.
- E. Turn off all lights, and ensure the church is secure.
- F. The renter may, at the renter's option, arrange with the Church for clean-up for an additional \$40/hourly rate.

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