

222 Temple Street

BUILDING USAGE POLICY

So as to provide space for meetings and programs compatible with the ministry and purpose of this church and the wider Unitarian Universalist movement, the Unitarian Universalist Congregation of Northern Chautauqua institutes this policy to ensure that rental use of the buildings:

- does not unduly interfere with regular programs of the church, its committees & members;
- Promotes good stewardship of the building & its furnishings;
- And guards against building damage.

PRIORITIES, LONG-TERM USE & CONFLICTS

- **First Priority Use:**

The Executive Board, church committees, affinity groups, and other bodies of the Church, as well as affiliate Unitarian Universalist organizations, may use the buildings for their regular meetings, programs and events at no charge. A damage deposit may be required for higher risk situations.

- **Second Priority Use:**

Church members and pledging friends may use the building without charge for rites of passage, provided that they have been members for six months, or a pledging friend for no less than one year, prior to the request for space use. For other significant events, contact the Board Liaison, _____ at _____. Some of the above uses may require a damage deposit as listed in the Building Use Fees.

- **Third Priority Use:**

Non-profit groups, organizations and individuals, whose purpose is compatible with the purpose of the church, may arrange for use of church space on a regular, continuing or single event basis with the approval of the Board Liaison. An Agreement for Use of Church Space is required, and such Agreements will be made only with organizations (and for uses) which qualify for tax exemption under the laws of New York State. Building Use Fees apply. The renter must also provide a Certificate of Insurance (COI) demonstrating he or she has liability insurance. The COI must list UUCNC as an “Additional Insured” for the period of the event.

- **Other Groups:**

It is not the policy to allow a partisan political group to use building space unless the purpose of the group is clearly within the stated purpose of the church. However, the building may be used

for free and open, non-partisan discussions of political issues. For example, a neighborhood meeting to discuss new school construction would be allowed, but a precinct caucus for a political party would not; a debate between candidates would be allowed, but a rally for one candidate would not. If the Board Liaison deems it advisable, such groups may be asked to seek sponsorship of an appropriate church committee. For example, a political issue discussion group may be referred to the Social Action Committee.

- **Long Term Use Requests:**

Groups wishing to lease church space on a continuing long-term basis must receive prior approval of the Executive Board. Every effort should be made to ensure that this use of church space does not have a negative impact on the regular programs of the church.

- **Conflicts:**

The above priorities notwithstanding, once an event has been scheduled, it is “on the calendar” and will not be canceled by the church to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the Board Liaison should notify both groups promptly and involve both parties in efforts of collaboration so that, if at all possible, both groups can be accommodated.

AGREEMENT FOR USE OF CHURCH SPACE

Building use must be scheduled in advance through the Board Liaison. An Agreement for Use of Church Space shall be required for all third priority uses. It is the responsibility of the Board Liaison to inform users of the space and facilities available, and conditions for use. It is the responsibility of users to leave the building in good order.

An Agreement for Use of Church Space is not required for first and second priority users. However, all users of space must schedule their events through the Board Liaison. The name and phone number of a contact person is required. User groups need to be made aware of Space Use Guidelines.

NON-DISCRIMINATION

In keeping with Unitarian Universalist principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual preference, age or ability to pay.

BUILDING SPACE USE GUIDELINES

The building and grounds are smoke-free environments, although moderate use of incense is permitted for special ceremonies. Candle usage requires close supervision. If your group chooses to use candles, please ensure that they are placed in a bowl or a wide-based candle holder.

Meals are to be served and consumed in the main sanctuary or outdoors only. Alcoholic beverages may be served in the main sanctuary only, and may never be sold. Light refreshments may be consumed in any area provided that all crumbs, cups, drips and wrappings are appropriately cleaned up at the conclusion of the event. Clean-up is especially necessary in child care rooms.

All room setup is the responsibility of the renter. This includes tables and chairs. Renters may arrange the space to suit their particular needs. It is the users' responsibility to ensure that, at the conclusion of the event, each room is properly cleaned, organized and returned to the same condition in which it was found. All dishes should be washed and all garbage disposed of and placed in the trash cans outside.

If the kitchen is used, all dishes used must be washed and put away, all equipment cleaned (stoves, coffee makers, sinks, etc.), and all floors washed as necessary.

During winter months, please inform the Church Administrator if you require any special heating needs for your event at the time you schedule your event.

SAFETY

All building exterior doors are to be kept locked at all times except in cases where a group has arranged to have greeters monitor these doors. Users should ensure that all exterior doors close securely whenever anyone enters or exits the building.

All interior lights should be turned off, including those in restrooms, before users exit the building at the conclusion of an event. Users must ensure that all exterior doors are closed and locked by the last person to exit the building.

Telephones are available in the church office if someone needs to make a local or emergency telephone call. Otherwise, the office is not to be entered unless authorized.

Unattended open flames are strictly prohibited. All sources and uses of open flames **MUST** be attended to by at least one adult person **AT ALL TIMES**.

PARENTAL ALERT

Children must **never** be left alone or unattended anywhere within church buildings and grounds. Adequate adult supervision is required for any events involving children or youth.

Parking

There is parking available in the lot behind the church building. Handicap accessible parking is available directly adjacent to the church building.

UUCNC strives to be a good neighbor. Please ensure that your guests **do not** park on Temple Street. Depending on the size and time of your event, a renter-designated parking coordinator may be necessary.

MUSICAL INSTRUMENTS

In the Sanctuary, use of the piano for services, concerts, rehearsals, recitals, etc. is included with the rental. However, the Music Director must approve this use in advance. A professional tuner must be used for tuning the piano for a special event. The renter is responsible for paying the tuner. Arrangements for tuning must be made by the renter in collaboration with the church administrator.

Moving the piano is the responsibility of the renter. All instruments must be returned to their original location at the end of the event.

BUILDING USE FEES

Priority One and Two

Use of building space for a reception after a rite of passage or other group event sometimes involves considerable expense for the church. All members, friends and groups will be expected to pay the Additional Fees listed below, although they will not be charged for any room use fees.

Priority Three

Building Space Use Fees by Individuals or Groups:

- Sanctuary: \$25 per hour
- Sanctuary & Kitchen: \$50 per hour

Fees beyond three hours will be negotiated.

ADDITIONAL FEES

Priority One, Two and Three

- Custodial Staff: \$20 per hour
- Damage Deposit: \$200 for parties, receptions, & high-activity events

PROPERTY USE AGREEMENT

UNITARIAN UNIVERSALIST CONGREGATION OF NORTHERN CHAUTAUQUA

222 Temple Street, Fredonia NY 14063 / P.O. Box 11, Fredonia NY 14063

Day and Date Requested _____ Time from _____ am/pm to _____ am/pm
(circle one) (circle one)

Name/Organization _____

Address _____

Representative _____ Phone _____

Type of Activity _____ Number of persons _____

REQUESTED: _____ Sanctuary: \$25 per hour (over 3 hours to be negotiated)

_____ Sanctuary & Kitchen: \$50 per hour (over 3 hours to be negotiated)

[Refundable until 72 hours before use]

Maximum Occupancy: _____

AGREEMENT:

My signature below indicates understanding, acceptance, and agreement to comply with the rules of UUCNC, as specified in the Building Usage Policy (attached).

I, the undersigned, on behalf of the organization or individuals using UUCNC property, agree to be responsible for repair or replacement of damaged or lost property as well as cost of additional cleaning made necessary by use of our facilities. We understand the property is owned by a religious entity and will treat it with proper respect.

I have read the UUCNC Fire Safety and Evacuation Plan and will comply with this plan if necessary.

Signature of Authorized Representative: _____

Date: _____

Contact Persons: Janey Wagner

Jefferson Westwood