

# **FACILITIES USE AND RENTAL POLICY**

## **Unitarian Universalist Fellowship of Beaufort**

### **POLICY**

As a service to the community in line with the Unitarian Universalist responsibility for safeguarding the right of free expression and with adherence to the constitutional guarantees of free speech and assembly, the Unitarian Universalist Fellowship of Beaufort (UUFB) facilities may be rented to any group for any lawful use when available and when such use is consistent with the policies established by the fellowship for building use. It is implicit in the aforementioned that any group renting the facilities is not necessarily endorsed by the fellowship or its members.

UUFB encourages members, friends and community groups to use our facilities when they are not being used for regular fellowship activities. Any activities conducted on UUFB property must be consistent with our Vision and Mission.

### **FACILITIES USE AND RENTAL BY UUFB MEMBERS**

#### **Member-Related Use**

Any member or member group of UUFB including, but not limited to, clubs, committees, musical groups, recreational groups, or UUFB Board-recognized affinity groups is welcome to schedule and use UUFB facilities free of charge for directly related church or outreach activities, programs, projects, or services (hereinafter referred to as ‘event’).

The UUFB member who requests use of UUFB facilities shall be designated as the sponsor and must be present and responsible during the entirety of the event.

#### **Personal Use**

Any member or member group of UUFB is welcome to schedule and rent UUFB facilities for nonprofit personal activities or events including, but not limited to, birthday parties, celebrations, family reunions, or weddings. The facilities shall be scheduled and rented in accordance with the current *UUFB Facilities Use Agreement*.

A Certificate of Liability Insurance may be required and must be provided prior to the event naming the “Unitarian Universalist Fellowship of Beaufort, SC” as an additional insured. The certificate should indicate in-force liability coverage with limits equal to UUFB’s insurance policy liability limits. Personal events of religious nature, such as weddings or memorial services, during which no alcohol is served or outside professionals employed (caterers, wedding planners, etc.), are not subject to the Certificate of Insurance requirement.

The member sponsor must be present and responsible during the entirety of the event.

## **FACILITIES USE AND RENTAL BY OUTSIDE GROUPS**

Non-profit, and other groups and individuals are welcome to apply for facilities' rental for meetings and events on a one-time or recurring basis. The facilities shall be scheduled and rented in accordance with the current *UUFB Facilities Rental Agreement and Fees.*

### **All Outside Groups**

A Certificate of Liability Insurance may be required and must be provided prior to the event naming the "Unitarian Universalist Fellowship of Beaufort, SC" as an additional insured. The certificate should indicate in-force liability coverage with limits equal to UUFB's insurance policy liability limits.

A Damage and Cleaning Deposit is required and will be returned within one week after the rental, provided everything is in good order and all obligations are met. If repairs and/or additional cleaning are required, the cost of this will be deducted from the deposit. Additional charges may be made in case of damage to furniture, buildings, or grounds.

### **Non-Profit Groups**

In addition to the above requirements for all outside groups, non-profit groups must enclose a copy of their 501(c)(3) status with their application.

## **SCHEDULING ARRANGEMENTS**

Individuals or groups planning an event must complete a Facilities Use Agreement and submit it for approval to the UUFB Administrator at least two weeks in advance of the event. The Administrator will review the application to ensure that the requested time and dates are available. Events must be scheduled no earlier than 7:00AM and end no later than 11:00 PM. The Administrator will obtain Board approval through its executive committee and notify renter of the decision.

The UUFB calendar found at <http://uubeaufort.org> is the official calendar for checking dates and times of availability.

In the event of a fellowship emergency, the Board reserves the right to cancel or reschedule the event. If your event is cancelled for reason, your fees will be refunded in full.

Cancellation of reserved usage by the renter must be made at least seven days prior to the event or deposit shall be forfeited.

## FACILITIES USE GUIDELINES

1. Our fellowship name cannot be used in any way as publicity or endorsement of a particular political candidate, or platform.
2. UUFB facilities may not be used for partisan political purposes. The facilities may be used for free and open, non-partisan discussions of political and or social and environmental justice issues.
3. Activities cannot be conducted for financial gain except when the net proceeds raised are exclusively for verifiable charities, to the fellowship, or other nonprofit groups.
4. Direct adult supervision is required at all times for lit candles. Use of any other fire, smoke or combustible material is strictly forbidden anywhere in the fellowship building or on fellowship grounds.
5. Children must never be left alone or unattended anywhere inside the buildings or on the UUFB grounds. Children shall be under the supervision of their parent(s) or guardian(s) at all times. When an event includes classes or other structured, supervised activities for children or youth, adequate adult supervision is required (a minimum of 2 adults per class), and all adults supervising children and youth also must read, agree to, and sign the UUFB Code of Ethics for Those Working with Children and Youth.
6. UUFB is a smoke-free campus.
7. For the safety and comfort of everyone, the following are not permitted on the campus:
  - Illegal Substances
  - Weapons or Facsimiles of Weapons;
  - Fireworks
  - Scented Items (including but not limited to candles, incense, air fresheners)
  - Glitter, Confetti, Uncooked Rice
  - Helium Balloons
  - Pets (service animals excepted).
10. If alcohol is served, non-alcoholic beverages also will be offered. Alcohol will be used responsibly, may not be sold, and will be served in compliance with state,

federal, county and city laws.

11. The facilities may not be used for events that may have a negative impact on the neighborhood (for example – loud concerts which can be heard outside the building). All activities must comply with all federal, state, and local laws and regulations.
12. Use of the piano is granted by permission of the Director of Music only. Groups who are concerned with the tuning of the piano may have it tuned at their own expense and must use our recommended tuners.
13. Use of audio equipment belonging to UUFB is by special permission only. An additional fee of \$50.00 will be charged.
14. No equipment may be stored on UUFB property without prior approval.
15. Only blue painter's tape may be used to attach decorations to walls or ceiling; it must be removed after the event.

# UNITARIAN UNIVERSALIST FELLOWSHIP OF BEAUFORT

## FACILITIES USE AGREEMENT

Name of person renting the facility \_\_\_\_\_

Contact Information: phone \_\_\_\_\_ email \_\_\_\_\_

Name of Event Sponsor \_\_\_\_\_  
(Must be a UUFB member or friend)

Contact Information: phone \_\_\_\_\_ email \_\_\_\_\_

Date of event \_\_\_\_\_ Type of Event \_\_\_\_\_

Building Reserved for Event: 

|                  |         |            |
|------------------|---------|------------|
| Fellowship Hall: | Kitchen | Sanctuary: |
|------------------|---------|------------|

Event Start and Time: \_\_\_\_\_  
(Please include set-up and clean up time.)

\*Events scheduled must include time to clean the building. Clean-up and resetting furniture is the responsibility of the users. No materials (such as caterer's supplies) may be left in the building for later pick-up

Number of participants \_\_\_\_\_

Building use deposit fee \_\_\_\_\_ (must be paid one week prior to event).

### BUILDING USE FEE SCHEDULE

| FEE               | FELLOWSHIP HALL | FELLOWSHIP AND KITCHEN | SANCTUARY |
|-------------------|-----------------|------------------------|-----------|
| Member (8 hrs)    | \$150.00        | \$175.00               | \$160.00  |
| Nonmember (8 hrs) | \$300.00        | \$350.00               | \$320.00  |
| Member (4 hrs)    | \$75.00         | \$90.00                | \$80.00   |
| Nonmember (4 hrs) | \$150.00        | \$160.00               | \$160.00  |

If any event goes over the allotted time, the additional fee will be pro-rated by the hour. The deposit for each of these prices is the same charge as the charge for whatever type of event they are having. For example, a combined wedding and reception for a member at a cost of \$335.00, would also pay a \$335.00 deposit up front. The deposit and signed agreement will secure the reservation. The remaining fee for the event is to be paid in full prior to the event.

Once the rental fee and deposit are received, a building key will be loaned to the Event Sponsor who shall be responsible along with the Renter for the proper use of the facilities and compliance with policy guidelines

The Renter is responsible for all set up prior to the event and cleanup afterward. The Event Sponsor or Administrator will advise the Renter on how the facilities should be returned to their original condition after the event. No materials (such as caterer's supplies) may be left in the facilities after the event.

The deposit will be returned to user after the return of the building key and an inspection of the facilities following the event, minus any charges, within one week. The renter will be responsible for any cost in excess of the deposit.

Please indicate the name and mailing address to which the check should be sent.

Name \_\_\_\_\_

Address \_\_\_\_\_

I have read the Fellowship's Building Use Policy, and understand that:

- User will pay for any damage or loss to Fellowship property.
- User must abide by all UUFB Facilities Use Guidelines.
- User will relieve the Unitarian Fellowship of damage or loss of materials owned by or in the possession of the using group.

UUFB Event Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Renter \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_