

Number 5.2 RENTAL AND USE OF UUFC FACILITIES

PURPOSE

To provide clear guidelines for using the UUFC in ways that are consistent with our Vision/Mission/Covenant; that support UUFC members, supporters and staff; generate income for UUFC, and support the larger community of Corvallis.

TYPES OF FACILITY USE

1. UUFC Uses

Contributing supporters of record, staff, and committees or councils of the UUFC may use UUFC rooms for a reduced fee or no fee under the circumstances described below.

a. UUFC Activities

UUFC will encourage use of its space for UUFC activities, that is, activities designed for its members and contributing supporters.

- 1) Small-Group Events. While non-members/non-supporters are welcome at UUFC events/meetings/activities, we expect that at least 50 percent of the participants in small group UUFC events will be contributing members and/or supporters. When this is not the case, we will offer our facilities on a regular rental basis, as long as our schedule and priorities deem this appropriate.
- 2) Large-Group Events. At times, the UUFC will plan and organize events (concerts, lectures, workshops) that are open to the public. The 50 percent UUFC participation rate (described in #1a1 above) will not apply to these events.

b. UUFC Contributing Supporter of Record - Personal Ceremonies

Contributing supporters and staff members of the UUFC may use the building for weddings, memorials, and other ceremonial services at no charge.

c. UUFC Contributing Supporter of Record - Personal Use.

Contributing supporters and staff members of the UUFC may rent the UUFC, paying 50 percent of the established rates for private social functions.

d. UUFC Professional and Discretionary Activities

A UUFC staff member may sponsor a group's use of UUFC facilities for UU or professional events at no charge (e.g., UU Administrator's Network, Corvallis Church Music Directors' meeting, PNWD RE Director's meeting) and that group can use the UUFC rooms free of charge. The staff member will be responsible for signing a rental agreement and opening, cleaning and closing the building.

e. UUFC Committee-Sponsored Events

A UUFC committee (officially recognized by the Program Council and or Board of Trustees) may sponsor a community group's use of our facilities, free of charge, if that event is consistent with the mission and objectives of the committee. If committee votes to sponsor an event, the committee will assign responsibility for the event to one of its members. This person will be in the building during the duration of the event and is responsible for opening, clean up, and closing the building.

f. Donations to UUFC for Overhead Expenses

If groups or individuals for whom the rental fee is waived charge admission or collect donations from participants, we ask that they consider making a donation of 10% of their income to UUFC to help defray overhead and other expenses.

g. Other Situations

In all other cases, contributing supporters of record, staff, and committees or councils will pay full rental fees. Exceptions may be granted at the discretion of the UUFC Rental Committee or the minister in an emergency if the Rental Committee cannot be reached.

2. Community Rentals

We will offer our facility to community individuals, groups and organizations for rent according to the rental rate chart appended to this policy (dated April 26, 2008, or as amended). As an organization, we retain the right to deny rentals based on our organizational philosophy, our scheduling priorities, and any knowledge we have of the individual's/group's/organization's conduct as a renter. Nonprofit organizations are charged at 2/3 the standard rates. Full waiver for nonprofit organizations may be granted at the discretion of the UUFC Rental Committee or the minister.

3. Long-term Rentals

Long-term, recurring rental of UUFC facilities and equipment to organizations or businesses (e.g., churches, schools) will be handled on a case-by-case basis. Rental fees will be based on the type of use, use frequency, need for UUFC oversight and coordination, and precedent. The Rental Committee, in collaboration with affected UUFC groups or staff, will set long-term rental fees, time frames, insurance requirements, and other rental contract considerations. Such rental contracts will be approved and signed by the president of the UUFC Board of Trustees.

ADMINISTRATION

1. Administration of Rentals

a. Office Administrator Role

The UUFC Office Administrator will schedule facility use, administer rental agreements, accept and refund deposits, and issue keys.

b. Rental Committee Role

A rental committee composed of the minister (or representative), the UUFC president (or representative), an RE Director (or representative) and the Office Administrator will oversee the rental program and resolve any requests not covered by this policy.

2. Scheduling (for Both UUFC and Community Use)

a. Receiving Approval for Facility Use

Our facilities will be made available to UUFC members, friends, committees and staff members and to community groups according to the guidelines for use and payment as established by the Board and administered by the UUFC Office Administrator or other person authorized by the Board. The Office Administrator

is responsible for approving requests for room use and recording approved building use on the UUFC calendar.

b. Advance Scheduling

Ceremonies (UUFC or community), such as weddings, Bar Mitzvahs, Bat Mitzvahs, High Holy Days, or events requiring extensive planning and all major UUFC events, may be scheduled one year in advance. Other activities and events may be scheduled six months in advance.

c. First-Come-First-Served

- 1) All activities (whether originating from the UUFC or the community) will be scheduled on a first-come-first-served basis.
- 2) UUFC committees and groups are encouraged to plan and schedule events as far in advance as possible. At the same time, scheduling events that are only tentative is not considered acceptable as this practice has the potential to deprive other groups of the use of our facility.

d. Use of UUFC Equipment by Renters

Please refer to Policy Number 5.5, Loan and Use of UUFC Equipment.

3. Instructions for Members, Friends, and Renters

UUFC will provide renters and UUFC-users with instructions for returning the building to its original condition and with stipulations for using the facility.

STIPULATIONS FOR ALL FACILITY USERS

1. Requesting Use of UUFC Facilities/Equipment/Furnishings

a. Contributing supporters of record, staff, and committees or councils must submit a Facility Request Form.

b. Requests for room rental for private social functions by a UUFC member, contributing supporter, staff member or a community individual or group must be directed to the Office Administrator and will not become final until a rental agreement has been signed, returned and a deposit provided.

c. Use of equipment (sound system, projector, VCR, projection screen, etc.) by persons or groups, not actively involved in the on-going life of UUFC, must be discussed with the Office Administrator. Kitchen food and drink supplies are not part of the agreement.

d. Consistent with our status as a Green Sanctuary, we encourage the use of washable dishware and/or compostable goods. This includes tablecloths, cutlery, plates, cups, bowls and glasses, but not paper napkins. A surcharge of \$50 is levied if such products are not used.

2. Rooms and Times

Groups and individuals using space at UUFC are asked to use only the rooms that have been rented/reserved and to honor agreements concerning beginning and ending times for activities and events.

3. Keys

Key(s) may be picked up and returned during business hours. A person who will be responsible for opening the building, monitoring the conduct of its participants during the event, and cleaning and closing the building must pick up and return key(s).

4. Clean-up

The UUFC will leave our facilities in good condition for renters. Renters, in turn, will leave the facilities in good condition for UUFC. No person or group is exempt from this responsibility. Cleanup responsibilities include cleaning the kitchen (dishes, floors, counters), restoring tables chairs and other furniture to its original locations, turning off heat and lights, locking all doors, placing towels in the laundry basket, and taking kitchen trash to the dumpster and recycling to the recycling cart. UUFC tablecloths are not available to renters.

5. Good Neighbor Conduct

UUFC, located in a residential neighborhood, is committed to being a good neighbor. We will maintain quiet in our building and on our grounds before 9:00 a.m. and after 10:00 p.m. Particular consideration of our neighbors should be exercised when using outdoor areas.

6. Alcohol

Beer and wine may be served, no distilled liquor. No alcohol may be made available to people under the age of 21. Non-alcoholic alternatives must always be available. (see: Hold Harmless form at end of document)

7. Release of UUFC from Liability

Renters will sign a form releasing the UUFC from liability. The Office Administrator may seek approval of specific liability release by the UUFC insurance advisor.

8. Smoking

No smoking is permitted on the UUFC premises, including buildings or grounds, at any time.

9. Childcare

A designated, responsible adult must supervise the childcare staff while they are in the UUFC facility or on UUFC grounds. Additionally the childcare staff must always consist of a minimum of two (2) childcare providers.

10. Storage

No storage space will be made available to any group or individual for any UUFC or rental activity without written agreement specified in the rental agreement and approved by a UUFC staff member and the Office Administrator.

11. Restrictions on Food and Drink

Food or drink is not permitted in the sanctuary.

12. Artwork

The artwork in the sanctuary may not be removed from walls without prior written permission from a member of the UUFC staff.

13. Wall Decorations

Any user of our facility may affix decorations to walls and ceilings with earthquake/museum putty (available at hardware stores) or blue painter's tape. The use of tacks and any other tape is not permitted.

14. Candles

UUFC has a number of Corvallis Fire Department-approved candleholders, which we can make available to you. Please contact the Office Administrator if you wish to use any candles in our facility.

RENTAL FEES, DEPOSITS AND REFUNDS

1. Deposit

A refundable deposit will be 50 percent of rental fee or a minimum established by the Rental Committee; reservations are not final until deposit is paid.

2 Rental Fees

Rental fees are based on the period from event set-up through event cleanup. The renter is responsible for honoring the beginning (setup) and ending (cleanup) times specified on the rental contract. The fee will be collected before the event. Pay in full before event—when key is picked up.

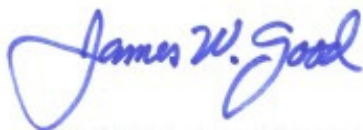
3. Custodial Fees (Available to any size group)

The UUFC custodial company is available to provide janitorial support if requested by the renter with a 2-hour minimum charge. If the Office Administrator deems post-event cleaning by the renter inadequate, part or all of the rental deposit may be retained by the UUFC.

UUFC INSURANCE REQUIREMENTS AND HOLD HARMLESS AGREEMENT

Refer to Policy Number 5.1, Insurance Requirements

Approved by the Board of Trustees on January 11, 2010.



James W. Good, President