

UNITARIAN UNIVERSALIST COMMUNITY CHURCH
FACILITY USE POLICY
10441 Shaver Rd., Portage, MI 49024 (269) 324-7262

A. POLICY ON CHURCH-RELATED USE OF FACILITY

1. The scope of this policy is the use of UUCC facilities for UUCC-related activities. For non-church-related use of UUCC facilities, by either UUCC members or nonmembers, see section B.
2. Use of UUCC facilities will:
 - a) Be consistent with UUA principles.
 - b) Follow the principles of the UUCC Mission Statement.
 - c) Comply with local and state laws.
3. Reservations are required for any group to use space(s) within our building, and will be honored on a “first come” basis.
 - a) An “Application for In-House Use of Church Facilities” form must be completed and filed with the Office Administrator, or in the UUCC Building Manual.
 - b) Scheduling conflicts will be settled between the parties involved. The Office Administrator and Building/Grounds Committee are neutral, and are used as liaison only. (The UUCC Website, office calendar, and reservation notebook may be used for reference on building space availability.)
 - c) The Chair of Building & Grounds Committee (or designee) becomes the Governing party and reserves the right to accept or reject all requests submitted. All requests will be reviewed with consideration based on group history with UUCC and agreement to comply with the content of the Facility Use Policy.
4. Certain areas are reserved for priority use by the Religious Education (RE) program (specifically the children and youth RE programs):
 - a) From noon Saturday until noon Sunday, the Religious Education program has priority use of several areas in the lower level of Celebration Hall. These areas are:
 - i) The meeting area in the downstairs kitchen
 - ii) DRE office
 - iii) The Nursery area
 - iv) RE classroom areas #4 and #5
 - b) The Director of Religious Education (DRE) will act as the coordinator for any use of these areas. Persons requesting use of the basement level areas listed above will be required to contact the DRE to schedule their event.
5. Committees and other groups using the building are responsible for set-up, tear down, and clean-up of the area(s) used for their event.

6. Thermostats should be set to conserve energy when the building is vacant. Use settings marked on instructions next to thermostat, if applicable.
7. Garbage should be disposed of properly, and all areas returned to their original condition.
8. The Event Sponsor is responsible for checking out a loaner set of keys (if necessary) in order to access the building. Keys can be obtained and returned with the Office Administrator during her duty hours. The group leader will ensure that the building is locked and secure prior to his/her departure.
9. The Event Sponsor becomes the responsible party to ensure that health and safety standards are followed during their event, and while on UUCG grounds.
10. If alcoholic beverages are allowed at the event, it is the responsibility of the Event Sponsor to ensure that persons consuming alcohol are of legal drinking age, and that appropriate behavior is followed.

B. POLICY ON NON-CHURCH USE OF FACILITY

1. SCOPE

This policy applies to the use of the UUCC facility for any activities other than those organized by UUCC for carrying out the mission of the church. For policy on church-related use, see section A.

2. MISSION STATEMENT

The Unitarian Universalist Community Church (UUCC) will provide space for groups whose goals and ideals are (1) consistent with UUA principles, (2) consistent with UUCC's mission statement and (3) in compliance with local and state laws.

By allowing and encouraging groups to use our space we wish to be of service to UUCC members, and to be of service to the greater community; in addition, we wish to increase our visibility to the larger community and to benefit from a source of income from use of our space.

3. UUCC reserves the right to deny building and grounds use to any outside group or individual.

4. Priority will be given to UUCC groups and functions and invitation-only affairs arranged by a member. Other kinds of groups that may be welcome:

- a. Weddings and memorial services.
- b. Community service programs open to the public.
- c. Newly formed groups and groups with limited funds.
- d. Recitals and cultural events.

5. The church may not be used for:

- a. Large meetings or events on Saturday evenings, with certain exceptions allowed at the discretion of the UUCC facility rental coordinator.
- b. Private parties except for members or friends of the church.
- c. Receptions after non-member weddings.

- d. Storage of supplies for non-UUCC groups, except by written permission the UUCC facility rental coordinator.
6. To use the facility, an organization must:
- a. be law-abiding and non-discriminatory.
 - b. be flexible enough to accommodate church functions.
 - c. Leave the building clean and in order.
 - d. Complete and file with UUCC facility rental coordinator the form: "Application for Use of Church Facilities."
 - e. be responsible for set-up, tear down and clean-up of area(s) used for their event. Areas, including parking areas, must be restored to original format/condition
 - f. Dispose of garbage properly.
 - g. Reset thermostat to posted temperature.
 - h. Observe the following smoking, alcohol, and safety requirements:
 - 1) No smoking is permitted inside the church building.
 - 2) No alcohol is permitted for non-church groups
 - 3) Safety and health of participants are the responsibility of the event sponsor.
7. A UUCC member will be present for the duration of all events held by non-UUCC groups. This church member may be a member of the outside group, may be volunteering to fill this capacity for the church, or may receive remuneration from the church for providing this oversight service. He or she is responsible for opening the building, making sure the facility is used safely and appropriately, and securing the building at the event's conclusion.
8. Financial arrangements:
- a. Organizations using the building will be asked to donate an amount in accordance with the UUCC fee schedule to defray the cost of utilities, custodial services and supervisory services. This donation must be made before or on the date of the event, unless other arrangements have been made in advance with the Church Rental Coordinator.
 - b. Groups just getting started or groups without a regular source of income may apply to the UUCC facility rental coordinator for a waiver or reduction of fee.

- c. A security deposit (see fee schedule) will be paid by the renting individual or organization at the time of application. The amount of the deposit will be determined by the UUCC fee schedule (attached), and by the UUCC facility rental coordinator, in consideration of the number of people expected, and the amount of furniture-moving anticipated.
- d. The security deposit will be returned to the outside user(s) after the used space has been inspected following the event and found to be in the condition it was in prior to the use.
- e. Failure to notify the church office of cancellation of an event may result in the forfeit of the security deposit.
- f. Damage of church facilities or grounds will be paid for in full by the outside user(s), and the security deposit will be applied toward this amount.

9. The UUCC rental coordinator will ensure that scheduled events are posted on church calendar subsequent to receipt of security deposit.

10. Sponsorship and Event Publicity

- a. Sponsorship of an event must be clearly specified in all publicity.
- b. Non-church events may not appear to have the church as a sponsoring organization.
- c. User may be required to provide advance copy of advertising before it is published.

This policy is reviewed and updated by the UUCC Board of Trustees annually, or as deemed necessary.

Adopted February 17, 2003
UUCC Board of Trustees