

Rental of the property owned by

**Unitarian Universalist Fellowship of Franklin NC, Inc.**

89 Sierra Drive

P.O. Box 1023

Franklin, NC 28744

**Building Rental Policy and Guidelines.**

While the primary function of the UUFF facilities is to benefit and serve the needs and interests of the congregation, we also recognize our responsibilities to the community and wish to make our facilities available to organizations and individuals whose purpose and philosophy are compatible with the principles of Unitarian Universalism. Under certain circumstances, we allow the personal use of the facilities by our members and supporting friends, and we will allow the rental of our facilities to the general public. UUFF retains the right to disallow the use of its facilities by groups that represent beliefs or policies contrary to our denominational principles, purposes and traditions.

We expect all users of our facilities to treat UUFF property with respect and to leave the premises as they were found. Guidelines for property users are detailed in the **Building Use Application**. Fees, where applicable, are detailed in the **Property Use Fee Schedule**.

UUFF is a Not-For-Profit Religious Corporation and does not benefit financially from those who use its facilities. However, in the interest of fairness to supporting UUFF members and friends, fees may be imposed to help share the costs of utilities, maintenance and general wear.

Permission to use the Congregation's property for non-UUFF meetings and functions may be given when the following conditions are met:

**1.) Property Use By Individuals**

Use of the Congregation's property by individuals for weddings, meetings, etc. shall require completion of a **Building Use Application** form and payment of a key deposit and rent prior to property use as specified in the agreement. Rental fees shall be in accordance with the current **UUFF Property Use Fee Schedule**. Rental fees for Religious Ceremonies may be modified or waived if the individual is a UUFF member or friend with a current record of financial and/or service support.

**2.) Property Use By Community Organizations**

Use of the Congregational property by Community Organizations shall require completion of a **Building Use Application** form and payment of a security deposit and rent prior to property use as specified in the agreement. Rental fees shall be in accordance with the current **UUFF Property Use Fee Schedule**. UUFF reserves the right to disallow rentals to any community organization whose principles and practices are in conflict, or found to be in conflict, with the principles and practices of the Unitarian Universalist Association. Specifically excluded from building use

consideration are any groups advocating a partisan political agenda or inextricably associated with a partisan political position.

The Executive Committee, representing the Board, may modify or waive the security deposit and/or usage fee for those organizations meeting the following qualifications: 1) Share principles and purposes in harmony with the principles of the Unitarian Universalist Association: 2) Share common membership with UUFF.and 3) Share cooperative programs of service and outreach to the community. Cooperative programs must be documented by a Memorandum of Understanding.

UUFF shall neither exercise control over nor assume responsibility for the programs, activities or finances of any community organization utilizing its property.

### **Guidelines For Property Users:**

Building users as defined above are required to adhere to the following policies and guidelines.

- 1.) **Reservations:** Requests for property use may be made up to six (6) months in advance; a minimum of two (2) weeks is requested. Requests are made by completing a **Building Use Application**. Approvals will be given as rapidly as possible in accordance with the established **“Priority Use List”**. Fees and/or key deposits are due upon approval. Once scheduled all efforts will be made to avoid changes.

Funeral or other emergency use requests should be made by telephone to the President of the Congregation.

- 2.) **Publicity:** Do not use the UUFF name as the sponsoring organizations in any advertising or promotional material for your event or meeting unless it is an “official” UUFF event. Do not publish the UUFF telephone number as the number to call for event information.
- 3.) **Restoration of Premises:** Premises and equipment are to be left in the same condition as when the event began. If equipment or furniture is moved, it must be returned to its original location. Users assume full responsibility for repairs required to restore the building, furnishings or equipment to original condition. Decorations or other materials may not be placed on walls, windows or furnishings without prior approval by the Building Use Committee. All decorations are to be removed at the conclusion of the event.
- 4.) **Facilities Used:** Use of premises is restricted to those indoor and outdoor facilities and to those times specified in the approved **Building Use Request**. Facilities use must be terminated at the agreed upon time.
- 5.) **Childcare:** If renters are using a portion of the facilities for childcare, no person under the age of 18 years may be solely providing that childcare. Children and

youth (under 18) must be supervised at all times.

- 6.) **Equipment Used:** Renters must be specifically granted permission to use the piano, audio-visual equipment and/or kitchen.
- 7.) **Care of Facilities:** Renters should restrict food and beverages to the porch area; if spills occur, they should immediately be wiped up. Candles are to be used only with prior permission and only in fireproof containers. Any decorations used near candles must be fireproof. Birdseed is the only allowable material that may be thrown (in outside areas only) at weddings. Rice and spray confetti are not permitted.
- 8.) **Use Of Kitchen:** Use of the kitchen is by prior approval only and may include all equipment and appliances. Renters are to bring their own consumables, including coffee, tea, sugar, cream, etc. Renters are to supply their own tablecloths and napkins. All dishes belonging to the church are to be washed and put away. All garbage is to be removed from the premises. All food placed in the refrigerator or freezer by the renter must be removed by the renter. All counter- tops and tables are to be cleaned and spills wiped up from the floors.
- 9.) **Alcoholic Beverages:** No alcoholic beverages shall be served or made available during the leased period unless prior permission is granted by the UUFF Building Use Committee. Permission shall not be granted for such use unless the renter agrees, in writing, to the Alcohol Use Policy below.
- 10.) **Smoking Policy:** Smoking is not permitted in the UUFF Building or on its grounds.
- 11.) **Animals:** Animals are not permitted in the building with the exception of handicap guides.
- 12.) **Noise Policy:** Noise must be kept within acceptable limits at all times so as to not disturb the neighbors.
- 13.) **Services:** Upon request, cleaning services can be provided at cost plus a \$5 handling fee; contact the Building Use Committee.
- 14.) **Emergencies:** Emergency numbers are posted on the telephone and at the front door.

#### **Responsibilities for Key-holders:**

Key-holders assume responsibilities for the care and protection of our facilities. It is important that they are always cognizant of this responsibility to:

- 1.) Close and lock the doors
- 2.) Be sure the lights are turned off and the HVAC returned to its indicated settings.

**Keys are not to be copied or lent to anyone not issued a key. Keys should be promptly returned when no longer needed.**

### **Alcohol Use Policy**

**Groups using the UUFF facility may be granted the privilege of serving or making available alcoholic beverages. If this privilege is granted, the following policies must be observed:**

- 1.) The host or host group sponsoring the activity on the UUFF premises assumes all responsibility for observance and enforcement of the alcohol use policies.**
- 2.) Alcoholic beverages to be served are to be provided only by the host or host group.**
- 3.) Food must also be served when alcoholic beverages are served.**
- 4.) Alternative, non-alcoholic beverages must also be offered, displayed and served in a manner that is equally prominent as the alcoholic beverages.**
- 5.) Underage drinking, as defined in North Carolina law, is prohibited and must be strictly enforced. UUFF is not responsible for violations, the renters take responsibility of this enforcement.**
- 6.) Alcoholic beverages must be provided free of charge.**
- 7.) Recycling is to be observed in the use of plastic, metal or glass containers.**

### **Facilities Priority Use List**

- 1.) Regularly scheduled UUFF services.**
- 2.) Religious ceremonies requested by UUFF members and friends.**
- 3.) UUFF Board and committee meetings as previously scheduled.**
- 4.) Regularly scheduled meetings and events scheduled by Community Organizations or individuals whose purpose and philosophy are compatible with the Principles of Unitarian Universalism.**
- 5.) One-time meetings and events scheduled by Community Organizations, or individuals whose purpose and philosophy are compatible with the Principles of Unitarian Universalism.**

## **BUILDING USE APPLICATION**

### **General rules for the use of the UUFF Building:**

<b>No Smoking</b>	<i>The building and grounds are a no smoking area</i>
<b>No Alcohol</b>	<i>Only non-alcoholic drinks allowed without specific prior approval</i>
<b>Recycle</b>	<i>All trash, bottles and cans are to be put into their appropriate bins</i>
<b>No Animals</b>	<i>Exception: handicap guides</i>
<b>Noise</b>	<i>Noise levels shall not exceed those mandated by local ordinances: We practice good neighbor policies</i>
<b>Children</b>	<i>No unattended children are permitted: users must provide childcare</i>
<b>Food &amp; Beverages</b>	<i>Restricted to the porch</i>
<b>Closing Time</b>	<i>The facilities must be closed by 11:00 PM</i>
<b>Closing</b>	<i>Following all closing procedures, including sign-out on the sign-out checklist by the responsible person, are mandatory</i>

*These rules are to assure the safety and security of the building and of our members, friends, staff & visitors*

### **MAKING A REQUEST FOR BUILDING USE:**

Requests for building use may be made up to 6 months in advance; a minimum of 1 month in advance is requested. Approvals will be given as rapidly as possible in accordance with the established "Priority Use List". Funeral or other emergency use requests should be made by telephone to the President. It may be necessary to ask previously scheduled meetings/events to change in these cases but changes will be avoided as much as possible.

All usage occasion requiring the issuance of a key will require a refundable \$25 key deposit. This may be made by check which will be held pending the return of the key.

Requests for building use should be made to our Building Scheduler or by mailing in a copy of the Building Use Application. Forms are available at the Fellowship when open.

**UUFF functions or committees:** If there is not conflicting usage on the calendar, these meetings can be scheduled with reasonable certainty of approval; a confirmation will be sent email as soon as possible.

**Qualifying member or friend request for non-UUFF event:** These requests may be scheduled as above and

are subject to approval which will be given as rapidly as possible. Normally there will be no usage fee unless admission/fees are charged for the event or cleaning service is requested. This is a UUFF Board decision.

**Non-member/friend request:** These requests may be scheduled as above and are subject to approval. The meeting/events and the sponsoring organization must be compatible with the principles of Unitarian Universalism. These meetings/events will normally be subject to a fee reflecting UUFF costs but these may be waived by the Building Use Committee.

Set-up is responsibility of the user as is cleaning and returning the facility to the found condition. The “Rules for Use of UUFF Building” are considered part of each usage agreement and compliance with them is necessary for future usage privileges.

All booking and fee decisions may be appealed to the Board.

## **Basic Request for Rental**

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**Name of the person/group wanting to use the building**

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**Relationship with UUFF (member, friend, non-member)**

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**Date requested**

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**Property of UUFF wanting to rent (See schedule: Fellowship Hall/Conf Rms; Sanctuary, Celebration Hall(Kitchen/Dining downstairs), Entire Facility)**

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**Rental amount (see schedule)**

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**Amount of Deposit (key plus half)**

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**Signature(s) of Renter(s)**

By signing this, I/We agree to the provisions outlined in this document including rental amount, deposit, the Alcohol Use Policy and any cleaning cost should it not completed within 5 hours of the event.

# **CHECK LIST FOR USE OF UUFF BUILDING AND GROUNDS**

**Please use the following check list to be sure that the premises are left in good condition - turn in the completed list when key is returned.**

## **Sanctuary**

**Renters wishing to use the sound system must first contact the music director, Warren Riley, to obtain consent and instructions.**

After using, all components must be returned to places designated in the instructions.....

Floor is cleaned up and swept if necessary.....

All furniture is replaced in original positions.....

## **Conference Rooms and Celebration Hall (Dining area)**

Floor is cleaned up and swept if necessary.....

All furniture is replaced in original positions.....

## **Kitchen**

Any dishes used are washed and replaced in cupboards.....

Any leftover food should be removed - do not leave in kitchen.....

## **Bathrooms**

Be sure that they are in a clean and neat condition.....

## **Grounds**

No litter is left on grounds.....

## **General**

Check that all outside doors are locked securely.....

Please pack and remove all trash generated by the event.....

## **Property Rental Fee Schedule for UUFF**

**Set-up is the responsibility of the user, as is cleaning and returning the facility to the condition it was found in. The “Rules for Use of UUFF Building” found in the Building Use Application are considered part of each usage agreement and compliance with them is necessary to assure future usage privileges.**

	<b><u>Half-Day</u></b>	<b><u>Day</u></b>
<b>Fellowship Hall/Conf Rms</b>	<b>\$25</b>	<b>\$50</b>
<b>Sanctuary</b>	<b>\$50</b>	<b>\$100</b>
<b>Celebration Hall (Kitchen/Dining downstairs)</b>	<b>\$50</b>	<b>\$100</b>
<b>Entire Facility</b>	<b>\$100</b>	<b>\$250</b>

**A key deposit of \$25 is required and a Rental deposit to reserve the building will be half of the fee.**

**Cleaning can be provided at cost plus a \$5 handling fee; advance notice is required.**