

Building Use Policies

The following policies and procedures were approved by the Unitarian Universalist Church of Greater Lynn (the “Church” or “UUCGL”) Board of Trustees on September 20, 2012. Renters of Church rooms agree to read and abide by these policies and procedures. Only the UUCGL Board of Trustees or the UUCGL congregation, in a duly constituted meeting, may make modifications to these policies.

Description of Groups/Events

A **church-sponsored event** shall be any event, meeting or gathering planned or placed on the church calendar by the UUCGL Board, by a recognized committee or task force of the church, by the ministers, or by a staff member in furtherance of their duties.

An **outside-group event** shall be any event, meeting or gathering planned and placed on the church calendar by a group or individual not sponsored by the UUCGL congregation, its ministers or staff, even though church members may be part of the outside group (e.g. school- sponsored seminar, piano recital or concert where someone from our church is a participant).

A **church member-sponsored outside event** shall be any event, meeting or gathering planned and placed on the church calendar by a church member but not sponsored by the church itself (e.g., meeting of an outside discussion group organized by a church member or a birthday party for the child of a member).

General Rules for all Church Use

Any outside group, individual or church member wishing to use the church building or any portion of it for a meeting or gathering not sponsored by the church itself, must fill out a written application stating the intended use of the facility, which rooms will be used and the hours of use. If a special set-up is required, this must be stated on the application. Applications should be submitted to the Church Administrator, who will review the application with the applicant to coordinate the date and time with the church calendar.

The Church Administration in consultation with the Chair of the Properties Committee must approve all requests. The Church reserves the right to decline requests for use of the facility. Outside groups with official policies or practices that are discriminatory will not be allowed to use UUCGL property for their meetings or events.

If approved, the event or meeting will be tentatively placed on the church calendar, but will not be confirmed until three months prior to the event (except for weddings). This is to allow reasonable flexibility to the church community itself to plan activities, and church-sponsored events will have priority over outside group events up until the three-month confirmation date.

All events by an outside group or individual require the use of a custodian. This will be arranged through the Church Administrator and a fee will be charged according to the Schedule of Fees. The Custodian will unlock and lock the building, oversee the proper use of the facility and provide clean up.

For a church-member sponsored event, with the approval of the Properties Chair, the member may sign for a key and is responsible for returning all furniture to its original position; all trash and waste deposited in proper waste receptacles; tables, counters and sinks cleaned; floors swept and rugs vacuumed; dishes and kitchenware washed and put away; turning off all lights; shutting windows and locking all windows and doors.

- a. Clean up may be accomplished by hiring our custodian in accordance with the Fee Schedule.
- b. Clean up may be accomplished by the group itself.
- c. All weddings must employ our custodian in accordance with the Fee Schedule. Wedding rehearsals are considered separate events and must employ our custodian in accordance with our Fee Schedule, unless deemed unnecessary by the Minister or the Properties Committee.
- d. Custodial services will be provided at no cost for funerals of church members and their immediate families. For funerals of non-members, a donation will be requested to cover the cost of a custodian.
- e. Unless additional hours are reserved and paid for, set-up and decorating may begin no more than two hours prior to the start of an event, and only if there is no conflict with another use of the same space. All equipment and decorations must be removed from the premises no later than one hour after an event ends.
- f. **Alcohol:** Parishioners who have been members for at least one year may serve alcohol at private events, according to the limitations and restrictions of the church alcohol use policy.
- g. **Smoking:** The Church prohibits smoking anywhere on the premises.
- h. The individual or organization securing the facilities (“Renter”) is responsible for the behavior of all attendees.
- i. The Renter is responsible for ensuring that only the rooms reserved are used during the event.
DO NOT use the piano(s) or organ unless you have received specific permission for such use in advance.
- j. Repair of damage to property as determined by the Church shall be charged to the Renter. This will include damage to walls resulting from the use of nails, thumbtacks, tape or other such items.
- k. The Unitarian Universalist Church of Greater Lynn and its employees and staff shall not be responsible or liable for loss or damages by reason of theft, fire, or other cause.

1. The Minister of the UUCGL must approve all clergy and musicians participating in rites of passage services prior to the service. The fee for services of ministers or musicians must be negotiated separately.

Policies and Procedures for the Sanctuary

To protect and preserve the integrity of the Sanctuary, the UUCGL has established the following guidelines for Sanctuary use:

- The Properties Committee or the Music Director must approve the use of the piano and/or organ.
- A church employee must handle use of the sound system.
- Removal of fixtures in the Sanctuary is **NOT** allowed without the permission of the Properties Committee.
- Any plan to change the composition of the Sanctuary, must have prior approval of the Properties Committee.

Rooms and Facilities Available

The Church's portable tables and chairs may be used in all rooms except the kitchen. All areas are handicap accessible.

- **Sanctuary**: The Sanctuary of the UUCGL is a place of worship. In addition, as a liberal religious congregation, the Church encourages and supports creative expression. Therefore, the Sanctuary has been available to individuals and organizations that wish to present musical recitals and concerts.

The organ and grand piano may be used with permission.

The Sanctuary seats approximately 175, with an additional 25 seats possible through the use of folding chairs.

Because the Sanctuary is the Church's principal place of worship, a series of specific room use policies and procedures is included below:

- **Parish Hall**: The Parish Hall is a large open room with a stage and sound system. It can be set up with round tables, rectangular tables, card tables or theater style. The seating capacity varies with set up, with a maximum of 100.
- **Kitchen**: The kitchen has a center island, double sink, commercial refrigerator, upright freezer, microwave, commercial gas stove with ten burners, two ovens, and a commercial dishwasher. Plates, pans, coffee pots and utensils stored in the kitchen maybe used, provided they are washed and put back. **Supplies** belong to various church committees and **may NOT be used**.
- **Fellowship Room**: The Fellowship Room is principally a meeting room. It has a square table that seats 12 and can have another table added for additional seating. For small gatherings, the 2 couches and chairs can be used to make a

”conversation” area. The room has a kitchenette, so light refreshments can be served in this room.

- **Lower Level – Room #10**: This room is a large open room that can be set up with tables and chairs or theater style. Handicap access to this room is by way of an outside walkway up to street level.
- **Classrooms**: There are five classrooms on the main level that can be used and set up with tables and chairs for meetings (maximum 12 people). The two lower level classrooms have couches and chairs and can be used for small meetings (maximum 10 people).

Rates & Fees

Member Rates & Privileges: Church members receive the privilege of free use of the facilities as described under Description of Groups and Events. However, this privilege does not establish priority for member use. That is, members cannot cancel or supersede other reservations already scheduled simply because they are members. In addition, members may not sponsor non-Church groups to secure free use of the facility.

Payments: As indicated on the Schedule of Fees and Deposits, at least fifty percent of the Total Rental Fee is due upon signing of the Agreement, with the remainder due at least thirty days prior to the date of the event. All checks for the use of the facility should be made payable to “UUCGL”.

Cancellation: The Rental Fee will be returned in full if cancellation occurs 30 days or more prior to the event. If cancellation occurs within 30 days of the event, 50% of the Rental Fee will be forfeited to the UUCGL as Cancellation Fee.

Non-Payment: Failure to pay the Church according to the payment schedule agreed upon will result in cancellation of the event and retention of any Cancellation Fee.

Custodial Fees: Fees for custodial services shall be paid at least one week in advance of the event. Checks should be made payable directly to the custodian.

Waivers of Fees: Requests for waivers of building use fees and deposits may be submitted through the Church Administrator and may be granted by the Chair of the Properties Committee or by his/her designee. It is anticipated that fee and/or deposit waivers would be most appropriate in those instances where the building use under consideration benefits the church or larger community, or where requiring a fee or deposit would present a financial hardship for a member of the church.

Any person or group whose application for a waiver of the use fee is denied may request a review of that request by the Board of Trustees.

*Approved by Board of Trustees 9/20/12
Revised by Board of Trustees 10/27/2014*