



Facility Usage Policy

Effective June 2015

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1. Facilities Usage Defined By Group

Facilities of The Unitarian Church in Summit ("UCS") are available for Church events and for the use of members eligible to vote under our bylaws, as well as for meetings and events for non-members and organizations whose purposes, goals and ideals are consistent with those of UCS and of the Unitarian Universalist Association of Congregations (UUA).

The classification of each potential use of facilities is based on the relationship of the individual or group to UCS.

- A. Internal Use – Refers to use for UCS programs and for regular church business or special celebrations. Attendees are likely to be members of UCS, or close family and friends. Example: rites of passage, Passover seder, Services Auction.
- B. UCS-Sponsored – An event or series of events organized by a group or committee within the Church to which the general public is likely to be invited. When admission is charged or donations accepted, the proceeds are donated to the Church or to a designated charitable cause specified in advance. Example, a movie showing by the Racial Justice Task Force, or a show put on by children's RE to raise funds for a cause in keeping with the fundraising policy.
- C. Individual Member Use – Use of UCS facilities by an individual who has been a pledging member or friend for at least 12 months. Uses include "rites of passage" events (wedding, memorial service, or dedication) as well as gatherings of a personal nature, including the hanging of personal art and photographs connected to Church members. Generally no admission fees are charged. If donations are requested to offset costs, all net proceeds are donated to the church. See fundraising policy for further details, in particular, donations to other organizations are to be consistent with UU values and be registered 501(c)(3) organizations.

D. External Use – In general, UCS may not be a “hall for hire” other than for purposes which it is organized such as rites of passage or other church related activities. However, one time usage or recurring use, approved by the Executive Director, or ministerial staff in the absence of the ED, consistent with UU principles and values, may be extended to two types of groups:

- Community and/or non-profit organizations, or
- Private, noncommercial users,

The public may or may not be invited to such an event. When admission is charged, proceeds of such an event are retained by the user after facilities usage fees have been paid.

2. Fee Structure

Fees are payable according to the Fee Schedule, and are assessed according to the classification of the facilities use requested; Fee changes may be re-evaluated and changed as determined by the Executive Director or ministerial staff in the absence of the Executive Director. Fees include up to 2 hours of use; any duration in excess of this needs the approval of the Executive Director.

See Appendix 1 for Fee Structure

- A. Internal Use – No charge.
- B. UCS-Sponsored – No charge unless additional custodial time is required, in which case a custodian fee may be assessed.
- C. Member Use – Individuals who have been pledging members or friends for at least 12 months and who wish to use the Church Sanctuary for a “rites of passage” (memorial services, wedding, baby dedication) event pay only the custodian fee as set forth in the Fee Schedule.

Use of other facilities may require a fee as set forth in the Fee Schedule. All other policies for external use apply. A copy of the Fee Schedule can be requested from the Office Manager.

D. External Use – Payment of a usage fee is required or alternative financial arrangement decided upon between Executive Director, and the user.

E. External Use – An alternative payment schedule in lieu of an actual fee may be negotiated in light of long-standing relationship. New relationships will be subject to usage fees.

F. Reservation Deposit - A non-refundable deposit of 50% of the rental fee shall be collected at the time a space reservation is accepted.

However, if an event is canceled more than two weeks in advance of the event, the deposit will be returned in entirety.

G. All fees must be paid in full on or before the later of two weeks prior to the scheduled event or whenever the reservation is accepted.

H. In addition to the fee amount, the user is ultimately responsible for any damages.

3. Policies Common To All Users

A. The user agrees to leave the space in an “as found” condition.

B. Use of the kitchen, when reserved and approved, must comply with guidelines and rules available from the Administrator.

C. Events which require food and drink to be served in the Sanctuary portion of the building require approval from the Board President (or his/her designee) and/or The Leadership Team or any of its members.

D. Smoking is not allowed in any portion of the building.

- E. Use of painters' tape, which is designed to be removed with no marking or residue, is allowed.
- F. No permanent adhesives, tape or fasteners may be used for decoration, signs or handbills, or for any other purpose, except on bulletin boards, easels or other surfaces provided explicitly for those purposes. This includes tape, glue, "FunTack" adhesive, thumbtacks and staples.
- G. No rice, confetti, bird seed or other material may be thrown inside the Church building or on the premises.
- H. When children are invited or permitted to attend an event, children must be supervised at all times.
- I. When child care is offered or requested, an additional room must be reserved for that purpose with associated costs met as well as be in keeping UCS' safety policy. UCS will not provide supervision for children.
- J. UCS is not responsible for personal property brought onto the premises.
- K. All events, including meetings, parties or other uses, must end by 10:30 PM. Cleanup must be completed and the building vacated by 11:30PM.
- L. Overnight use of any UCS facility requires the approval of the Board President (or his/her designee), or the Leadership Team and must comply with the regulations of the town of Summit.
- M. Loud noise should be avoided at all times, but must be curtailed by 10:00 PM. UCS is committed to being a courteous and considerate neighbor in its residential setting; moreover, the laws of the City of Summit set specific acceptable measured noise levels before and after 10:00 PM.
- N. Groups will comply with all local, state and federal laws. In particular, please be aware that raffles, door prizes, "50-50's" and other games of chance may require permits and/or licenses from governmental bodies.

- O. All groups will be asked to show proof of insurance and to sign the hold harmless agreement. See Appendix 2 for hold harmless agreement.
- P. Exceptions to the Facilities Usage Policy may be discussed with the Executive Director and be decided on a case-by-case basis.
- R. UCS reserves the right to cancel a scheduled event.

4. Policies Related to Internal Use: Reserving Space

All general Usage Policies apply to internal UCS committees, members and affiliated groups.

- A. Reservations for routine committee and small group meetings may be made by emailing the Office Manager or by a phone call to the Office Manager. Until a confirmation is received from the Office Manager, the event is not considered confirmed.
- B. Requests for a recurring use, other than committee and small group meetings, must always be referred to the Executive Director for consideration.
- C. If the Executive Director determines that a request for a one-time, non-recurring use meets the requirements of our Facilities Usage Policies, he or she may approve and process that request. In the absence of the Executive Director, ministerial staff may approve.
- D. Rooms are assigned on a first-come, first-served basis. If a specifically-requested space is not available, every attempt will be made to provide a comparable one; the requesting party will be notified if no comparable space is available.
- E. New space reservation requests must be made each year for long-term or recurring usage, such as weekly or monthly meetings.

- F. When leaving the building, it is the responsibility of the user to turn off lights, close and lock all windows and doors, and to leave the building in as-found condition.
- G. Keys to the office and the building are provided to the four Board officers as well as staff members. Other members may be granted keys to access the main doors on an as needed basis by the Executive Director. Keys may not be copied.

5. Policies Related to Use by an External Party: Reserving Space

- A. Space reservation requests must be accompanied by:
 - 1. An email to the office manager detailing the reason for event along with other necessary details (date, time, etc.). A check for the appropriate deposit as shown on the Fee Schedule must be made at the time the reservation is accepted.
 - 2. Additional forms that may be required based on the specific terms of the user.
- B. Requests for a recurring use are referred to the Executive Director for consideration.
- D. Reservations may not be made more than one year in advance.
- E. New space reservation requests must be made each year for long-term or recurring usage, such as weekly, monthly or any other frequency.
- F. Reservations will not be accepted for partisan political activities.
- G. Proof of insurance for independent organizations which indemnifies UCS is required.
- H. In promoting an event, sponsorship or participation by UCS may not be expressly made or implied. The address, 4 Waldron Avenue, or when

necessary, language such as "... in the Fellowship Hall at the Unitarian Church in Summit" may be used to describe the location of the event.

- I. User agrees to only use rooms or spaces specified in the application. Furniture may not be moved from other rooms or facilities without prior permission, and nothing may be removed from the walls.
- J. UCS may require that a UCS custodian or designated representative be present on the premises during your event.

6. Food Service

- A. A caterer must provide any food service offered at the event. A commercial kitchen is available for use by qualified professional caterers and this agreement must be undertaken separately from use of facilities. UCS does not engage caterers.
- B. Trash generated from food service operations must be gathered, bagged and placed neatly outside of the kitchen as part of the user's cleanup activities.
- C. Caterers and/or users must attend a mandatory orientation for the proper usage of the Kitchen ventilation system and appliances before using our facility. Additional fees will be assessed for use of products that the caterer/user does not supply.

7. Music

- A. Use of the organ or piano requires the approval of the Music Director or, in his/her absence, Executive Director.
- B. A fee may apply for the use of any UCS instruments.
- C. If a UCS piano is to be tuned prior to use, you must use, at your own expense, a piano tuner UCS specifies or provides.

8. Serving Alcoholic Beverages

- A. Under no circumstances may alcoholic beverages be sold on UCS property.
- B. Consumption of alcoholic beverages is allowed provided your group complies with any applicable state and federal laws, including obtaining permits when required.
- C. Serving complimentary beverages when an entry fee is charged or tickets sold requires compliance with local and state liquor laws. A copy of the relevant permit must be filed with the UCS office two weeks prior to the event.

**Unitarian Church in Summit
Facility Usage FEE SCHEDULE**

	MEMBERS	NON-MEMBERS	EXTERNAL GROUPS
Sanctuary	WAIVED	\$600	\$600
Fellowship Hall	WAIVED	\$200/hr.	\$200/hr.
Kitchen	WAIVED	\$150/hr	\$150/hr
Minister	Suggested Donation \$500	\$1000	\$1000
Building Sexton	\$50/hour with three hour minimum	\$50/hour with three hour minimum	\$50/hour with three hour minimum
Music Director	\$250	\$500	\$500

Document Checklist:

- _____ Event Information Form
- _____ Facilities Usage Policies (for your information only)
- _____ UCS Hold-Harmless Agreement (to be signed and returned)

HOLD HARMLESS AGREEMENT

AGREEMENT BY AND BETWEEN _____

AND

The undersigned, for and in consideration of the use of the facilities of **The Unitarian Church in Summit** (the "Church") at 4 Waldron Avenue, Summit, NJ 07901 hereby agrees to indemnify and hold the Church, its Trustees, its ministers and its other staff harmless from and against any and all claims, suits, demands, judgments, damages, liabilities, costs, interest and expenses (including counsel fees and disbursements incurred in the defense thereof) to which the Church or its Trustees, ministers or other staff may be subject or suffer whether by reason of claim for, any injury to, or death of any person or persons or damage to property (including any loss of use thereof) or otherwise arising from or in connection with the use of said premises by the undersigned.

The undersigned further waives any and all claims for liability against the Church occasioned by the use of the said premises.

Date: _____

Agreed to and accepted by (User):

Signed and printed Name

Agreed to and accepted by (The Unitarian Church in Summit):

Tuli Patel

Executive Director

