



BUILDING USE POLICIES AND PROCEDURES

UNITARIAN UNIVERSALIST CHURCH OF MIDLAND

3301 Neely Avenue
Midland, Texas 79707
432-694-4308

The Unitarian Universalist Church of Midland encourages members, friends, and community groups to use our church building and grounds when it is not being used for regular church activities. In order to coordinate scheduling and help ensure appropriate use of our facilities, we have established the following policies, procedures, and guidelines:

SCHEDULING PROCEDURE:

1. Please contact the church office to discuss your planned event, your space needs, and church space availability, and make your initial verbal reservation. The church administrator may request information concerning your event in order to determine if the purposes of the event and group are consistent with church policies and principles. If there are any questions or concerns regarding your event, the administrator may refer your proposal to the Minister or Board of Directors prior to confirming your reservation.
2. Read these policies and guidelines, then complete the Building Use Contract included on the last page of this packet.
3. Return your signed Building Use Contract to the church office. The security deposit plus one-half of total fees is due at this time. To ensure a firm booking date, the signed agreement must be received within five (5) business days of your verbal reservation. Upon receipt, the administrator will contact you by phone or mail to confirm that your event is scheduled for the requested date(s).
4. The fees are due at least seven (7) business days prior to your event. Church members and friends may arrange with the administrator to pick up the key when the deposit is paid. Office administrator will orient renter(s) to the facilities during her office hours.
5. Cancellation Policy: If you need to cancel an event, you must notify the church office at least one (1) week prior to the event to receive a refund of your deposits. If you cancel your event within the last seven (7) business days, the scheduling deposit will not be refunded. However, if the event is canceled due to inclement weather, you may choose to reschedule the event or receive a refund of your deposits.

Any further questions you may have regarding scheduling should be addressed to the church administrator who is available at the church Monday and Friday 9:00 a.m. -12:00 p.m. and Wednesday 9:00 a.m. – 1:00 p.m.

BUILDING USE POLICIES (approved by Board of Directors August 2018)

The following guidelines apply to the church property:

- A. The church reserves the right to emergency use of the facilities in rare cases. If your event is canceled for this reason, your fees will be refunded in full.
- B. The goals, positions, or agendas of the requesting organization/individual may not be contrary to the principles of the UU Church of Midland or the UUA.
- C. Special Fee Provisions:

Pledging Members and Friends - Room fees are not required for pledging members and friends to reserve church space for Life Passage events (e.g. weddings, funerals, memorial services, child dedications, renaming ceremonies, and renewal of vows), but a donation to the Minister's Discretionary Fund is always appreciated. *Members and friends' pledges must be in good standing for six months before fees are waived.* For other private events (e.g., family parties), room fees may be discounted (see fee structure). For all events, the scheduling deposit and cleanup fees will be applied (with possible exceptions for funerals and memorial services).

Nonprofit and Support Groups -The Minister or the Board of Directors may approve discounted fees for some groups in this category on a case by case basis. For all events, the scheduling deposit and key/cleanup fees will be applied.

Frequent Users - Groups who use the church on a regular basis (for at least 8 weeks of the church fiscal year) may receive a "frequent use" discount of 10% off the listed room rates if paid at least quarterly. Discounts apply only to groups paying full fees.

- D. Scheduled events may take place between the hours of 7:00 am and 10:00 pm. The premises must be vacated by 11:00 pm.
- E. Reservation and down payment must be made at least 30 days prior to event if requesting standing groups not be present.
- F. Only beer and wine may be served; no open bars or hard liquor is allowed. Selling alcohol on church property is strictly forbidden. Use of tobacco products is prohibited inside the church building. Tobacco use is not permitted on church grounds. If alcohol beverages are served a designated driver must be listed on the Building Use Contract.
- G. No food or beverages are allowed in the sanctuary.
- H. No weapons (concealed or otherwise) are allowed on the premises.
- I. The facilities may not be used for events that may have a negative impact on the neighborhood (for example: loud concerts which can be heard outside of the church), and all activities must comply with all federal, state, and local laws and regulations.
- J. Our church name cannot be used in any way as publicity or endorsement of a particular political candidate, party or platform.
- K. The minister of the church has first right to officiate all ceremonies and services, but permission can be requested if a different officiant is desired. That officiant must include in their remarks, "Thank

you to the Unitarian Universalist Church for use of their building. This ceremony/service is not necessarily a Unitarian Universalist ceremony."

- L. Direct adult supervision is required at all times for lit candles. Use of any other fire, smoke or combustible material is strictly forbidden anywhere in the church building or on church grounds.
- M. No equipment or materials may be stored on church property without prior approval.
- N. Event sponsors are responsible for the supervision of those attending their activity and for compliance with the policies and conditions of use. Any children in attendance at scheduled events must be properly supervised in accordance with the church's childcare policy. If any part of the building is used for childcare purposes, the children must be supervised *by at least two caregivers*, one of whom is an adult. In all such cases, there must be at least two adults in the building, at least one of whom is age 25 years or older.
- O. The church reserves the right to amend the building use policies and procedures. The policies can only be amended by the Board. The Board has empowered the Minister and the Office Administrator to amend the procedures when needed.

PROCEDURES

USE OF FACILITIES

1. We expect each group to exercise care and respect in the use of church property. Damage is reported to Office Administrator. Extra fees may be charged to you or deducted from your security deposit for extra cleanup required or any damage noted upon post-event inspection.
2. The Church office, minister's study, counseling office, or Spirit Play Classroom shall never be available for use or any purpose by any outside group.
3. No audiovisual equipment belonging to the church can be used without permission from the Minister or Board of Directors. One exception is the TV in the fellowship hall, which can be connected by HDMI to a laptop for presentations. But renters must bring their own laptop or special cables (in the case of a laptop without HDMI), and no church staff will be on-site to offer technical support (written instructions are provided next to the TV).
4. Use of the church phones is limited to emergencies only (incoming or outgoing). The church office will not be responsible for relaying messages.
5. Facility must be left in condition comparable to cleanliness prior to the event. Heating/cooling system thermostats must be readjusted to recommended levels. All lights and appliances must be switched off. Failure to return facility to original condition may result in forfeiture of deposit. A final report rental checklist will be completed before departure of event.
6. Church supplies may not be used by groups that are not affiliated with the church (includes letterhead, copier, coffee, and other perishable kitchen supplies, and supplies in the classrooms).
7. Furniture vulnerable to inclement weather may not be used outdoors. Only vinyl tables and chairs may be used outdoors.
8. Renters are responsible for their own set-up and clean-up. Exceptions can be made for memorial services (see below).

USE OF KITCHEN

1. Dishes, pots, silverware, and tablecloths* are available for use by groups which have reserved the kitchen area. Groups may not use the church's disposable materials or other provisions located in the kitchen. * (A \$25 charge will be incurred for cleaning tablecloths)
2. Each group using the kitchen must leave it clean and orderly. You must remove all leftover food, beverages, and food preparation equipment. Trash must be removed to the dumpster and trash containers lined with new trash bags. All church items used must be cleaned and returned to their proper places before your group leaves.

FEE PROCEDURES

Security Deposit –a security deposit must be submitted for one-time events that are not scheduled by active members or friends. It is due with half of building use fees at time of reservation. This fee will be used to cover any damage that may occur to church property or any cleanup not completed by your group. Refund of the security deposit will be made after inspection of the church property following the event. Your group will be responsible for any cost in excess of the deposit and may not be permitted to use church facilities in the future. The office administrator will contact you about the refund of your security deposit within 30 days of the event.

FEE STRUCTURE

	Hourly Rate with a 2 hour minimum	Day Rate (8 hr. +)
Whole Church Building & Southside Garden	\$225	\$1200
Whole Church Building	\$125	\$900
Sanctuary	\$75	\$600
Southside Garden & Fellowship Hall & Kitchen	\$125	\$900
Fellowship Hall & Kitchen	\$75	\$600
Southside Garden	\$100 (50 people max)	
Class Room	\$25	\$150

Security Deposit – 50% of building use fee

Church use fees are subject to change on 60 days' notice.

Class Room includes the game hall (the room with long table and sink). Off limits are the counseling office, music room, RE office, and the Spirit Play classroom.

Whole Church Building includes the sanctuary, fellowship hall, kitchen, game hall, and nursery.

The Minister or Board of Directors may, at their discretion, waive or reduce fees for use of the building and/or grounds.

SET-UP, AUDIO-VISUAL SUPPORT, & CLEAN-UP

Renters are responsible for their own set-up (of tables and chairs, etc) and clean-up. Audiovisual equipment cannot be used (see under "Use of Facilities"). However, in some situations, especially for memorial services, if enough advance notice is given to the Office Administrator, Minister, or Board, and if church staff or volunteers are available on the requested dates, the following services can be arranged for a fee:

- Set-Up or Re-Arrangement of chairs in the Sanctuary: \$25
- Set-Up of chairs and/or tables in the Fellowship Hall: \$25
- Assistance with audio/visual support in the Sanctuary (music, microphones, and/or image projection): \$25-100 / hour
- Assistance with audio/visual support in the Fellowship Hall (music, microphones, and/or image projection): \$15-100 / hour
- Set-Up for Catered Reception (with the food dropped off): \$25-\$50
- Catered Reception: Cost dependent on needs and number of guests
- Clean-Up: \$25-\$150 (depending on event and amount of spaces used)

At their discretion, the Minister or Office Administrator *may amend or waive these fees* depending on the amount of set-up required, the availability of staff, and the cost incurred by the church.

Final Report Rental Checklist

NOTE: This form must be signed, dated and turned into a representative of the church before departure or slid under the office door. Please check each item below that pertains to the rental facilities used by your group or organization. Thank you for using our facilities!

- Sweep or vacuum floors and wipe down counters (*maintenance closet is next to men's room*)
- Return thermostats to their recommended temperatures by pressing "Schedule" or "Cancel" on the programmable thermostats. On the sanctuary thermostat: for heating system during cold weather, leave at 60 degrees; for air conditioning during hot weather, leave at 80 degrees.
- Collect all trash and garbage and take outside to dumpster. (*Two dumpsters are located south of the church parking lot.*)
- Place clean empty plastic garbage bags in each receptacle.
(*two sizes of bags are available underneath the second sink*)
- Turn off all overhead lights.
- Lock all doors using the inside latch on each.
- Leave each restroom neat and clean.
- If our tablecloths were used, place on kitchen counter (there will be a \$25 cleaning cost).
- Do not leave leftover food or drink in the refrigerator or on the kitchen counter or shelving.
- Be sure all kitchen dishes and utensils are cleaned (*use dishwasher if needed*)
- Return tables, furniture, chairs, and printed materials to their original positions.
- In the space below, indicate whether anything was broken during your rental:

Date

Signature of Group Representative

Notes:

**UNITARIAN UNIVERSALIST CHURCH OF MIDLAND
BUILDING USE CONTRACT**

UUCOM Representative _____

Event Representative

Name _____

Address _____

Drivers License # _____

Home Telephone _____

Business Telephone _____

Mobile Telephone _____

Brief Description of Event:

Name of Officiant if Applicable: _____

Officiant Phone #: _____ Has Officiant agreed to Item K under Policies?

_____ Yes _____ No

Date(s) and Time of Event: _____

Estimated number of attendees: _____

Designated Driver Name: _____

Children who are part of the represented group will be supervised at all times by at least two adults. The Unitarian Universalist Church of Midland will not be held liable or responsible for injuries suffered by individuals using the building and/or grounds under this Building Use Contract.

I understand and agree to comply with the conditions of building use printed in this policy and procedures and will complete a final rental report checklist before departure of event.

Signature of Event Representative

Security Deposit \$ _____

Rental Fee \$ _____

Amount Paid \$ _____

Please make all checks payable to: Unitarian Universalist Church of Midland