

## UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

### RENTALS AND FACILITIES USE POLICIES (Revised 1/19/23)

#### A. STATEMENT OF PURPOSE

This policy exists to affirm and support the spiritual, educational and fellowship needs of our church congregation first and foremost, and to support, when possible, the needs of community groups and individuals whose purpose is in concert with Unitarian Universalist principles and will provide opportunities for enrichment and outreach to both our congregation and the community at large.

**Mission Statement:** Come. Nourish the spirit; connect in love; act for justice.

#### B. GENERAL FACILITIES POLICIES

1. **The Church's own programs will at all times take precedence over any outside group or persons.** The office will see that facilities are not overbooked, and that all logistical considerations are addressed before approving use by any outside group or person.
2. Facilities are not to be used by any group or persons for purposes, or in a manner which is inconsistent with the Church's mission, vision and philosophies, or that violate any church policies or by-laws. Groups that are either closed to individuals based upon race, religion, political affiliation, gender, age, or sexual orientation, or having some undisclosed purpose, will not be granted permission to use Unitarian Universalist Church of Lancaster facilities.
3. **Every external** group or individual reserving space for an event must complete and sign (hard copy signed/email electronic signature) this form and be approved by the Office or the Operations Committee in order to schedule building facilities and equipment use for the purpose of meetings, special events, classes, workshops, weddings, receptions, or any function whether it is for one-time or ongoing use. **\*To this effect, please note the indemnification policy in # 4 below, and note that granting permission to use the church facilities does not necessarily constitute endorsement of the group or its goals. Priority of scheduling is given to meetings and gatherings for the work of UUCL, and ceremonial events of Members of UUCL. Outside groups must specify in their publicity that "meetings held at UUCL" rather than using language that may imply that there is sponsorship by or affiliation with the church. Rental customers may not conduct for-profit business in the course of their rental use.**
4. The undersigned shall indemnify, defend and hold harmless the Unitarian Universalist Church of Lancaster (the "Church"), its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, as well as any other user, tenant, guest, licensee or occupant of the Church premises, from and against any and all claims, damage, injury, liability, loss or expense, including attorney's fees and expenses (collectively "Obligations"), arising out of or resulting from undersigned's presence in, or use of, the Church premises. The Church and its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, shall not be liable in any manner (including, without limitation, direct, indirect, special, incidental or consequential damages) to the undersigned, or the undersigned's personnel, employees, agents, representatives, contractors, successors or assigns, for any Obligations arising out of or resulting from undersigned's presence in, or use of, the Church premises.
5. To honor the Church's first right to use of our building for unscheduled special Church functions, every effort will be made to avoid such schedule conflicts; however, should this occur, the Church will endeavor to accommodate by making another space or time available.

6. A **NO SMOKING** policy is in effect in all areas within the building at all times. The designated smoking area is at the side entrance on Pine Street.
7. Facilities are not to be used by members or rented to outsiders for use in commercial **for-profit ventures**. It is understood that **ALL** groups using the church will be of a **non-profit** nature or will be using the church facilities for a religious, educational, or charitable purpose.
8. All educational classes and related activities must be conducted under the auspices of the Lifespan Faith Development programs. The **ONLY** exception to this policy is those programs offered by the following affiliated group(s): Lancaster Cooperative Preschool.
9. Lectures, demonstrations, concerts, and other similar scale events must be approved by the Operations Committee. Other ad hoc committees and affiliated groups including the Lancaster Cooperative Preschool must request special permission from the Operations Committee to host any such events. The Operations Committee will consider appropriateness and logistics of these events.
10. The office and the Operations Committee (acting within Board of Trustees guidelines) may refuse rental to any outside group or person at any time for logistical or other reasons consistent with these and other church policies.
11. The Board of Trustees may also temporarily waive any provision of this policy at any time, by majority vote, provided such waiver is deemed appropriate and is consistent with established UUCL practices, and the church by-laws.

#### C. POLICIES GOVERNING FEES AND DEPOSITS

1. The deposits and fees outlined in the appendix fee document refer to all areas of the Church complex.
2. The office (acting within Board of Trustees guidelines) or the Operations Committee may waive rental fees and/or deposits for outside non-profit groups deemed to be conducting activities beneficial to the neighborhood or the community at large. These exceptions are to be viewed as community outreach and a civic responsibility of the church. Donations may be requested from groups in this category.
3. For normal room rentals, all regular fees or donations and deposits must be paid by a minimum of 5 days in advance of rental use. In the case of ongoing use, fees are due at the beginning of each week, or month depending on the term of the agreement. **All cancellations must be made at least 48 hours in advance of planned use in order to receive a refund of any fees paid.** For weddings, dedications, and other such formal service uses, all fees must be paid in full by a minimum of 4 weeks in advance of the planned date of use. The only exceptions to these cancellation policies are in the case of severely inclement weather, or natural disaster, in which case, fees and deposits may be refunded at the office's and/or Operations Committee's discretion.
4. **Weddings:** An information form must be completed and returned to the church office along with a \$50.00 Non-Refundable deposit. **This deposit is separate from other space charges and will be retained even if the event is canceled. All wedding dates are set on a first come, first served basis, and the return of the Wedding Information Form begins the process of confirming the date.**
5. Members are entitled to the following rites of passage at UUCL with no charge for ministerial services or facility fees:
  - a. Weddings for themselves and their children
  - b. Memorial services at their own passing or when aggrieved by the death of an immediate family member (i.e., a person's parents, brothers and sisters, husband or wife, and children).

c. Child dedications

6. Former active members of record are entitled to memorial services at UUCL at their own passing with no charge for ministerial services or facility fees.

**D. POLICIES GOVERNING USE AND CARE OF FACILITIES**

1. Any group or individual is required to exercise all safety precautions, and appropriate and customary care of UUCL facilities consistent with these policies. Any failure to comply will be considered grounds for forfeiture of continued or future use.
2. For all church community related activities (as defined in the Unitarian Universalist Church of Lancaster Safety Policies Pertaining to Children church community is defined as programs under the umbrella of Lifespan Faith Development and Lancaster Cooperative Preschool) child abuse clearances will be run by the designated staff person.
3. For all other groups it is their responsibility to read and uphold the Unitarian Universalist Church of Lancaster Safety Policies Pertaining to Children. This would include running and incurring the cost of the clearances. Your signature at the end of this document is proof that you have read and understand the Unitarian Universalist Church of Lancaster Safety Policies Pertaining to Children. All Groups using space at UUCL must return the signature page of this document and keep the policy document for reference.
4. Users, whether they are members, friends, or outside groups and individuals, must leave the facilities used in a clean and satisfactory condition. Lights and other equipment must be turned off, and ALL EXTERNAL DOORS MUST BE CHECKED AND SECURED, and lights turned off in rooms and hallways when leaving. Any damages or facilities concerns should be reported immediately to the office, the Facilities Director, or Board of Trustees President within 24 hours.
5. All postings and decorations must be approved by the office. No tape, tacks or other such devices shall be fixed to any walls or ceilings. Sticky Gum or other special fasteners would be preferred, and these are available in the office. All furniture rearrangement or removal must be approved in advance. \*If you move furniture, please return it to the place it was when you entered the room before leaving. The church is not responsible for the disposal of any decorations, postings or other materials left behind by outside groups or individuals. Please make plans to remove all publications such as posters, etc. after your event has occurred.
6. All equipment, supplies, materials and musical instruments are the property of the UUCL. The use of any pianos and the organ in the sanctuary are restricted to the Church Organist, Director of Music, or other pre-approved musicians.
7. Our Pastoral Staff will perform Rite of Passage ceremonies for members, and pre-arranged/pre-approved non-members only. Outside parties may use the church for weddings and like activities, and they may secure the services of a minister from names the church office will supply, and in the case they wish to have other clergy, that clergy must be approved in advance by the minister of the Unitarian Universalist Church of Lancaster.
8. Any group canceling a meeting MUST notify the Church Office at least 24 hours in advance of the scheduled meeting. If you fail to notify the Church Office, this may result in the group forfeiting their right to meet in the facility, as well as forfeiture of any fees that have been paid. Cancellations due to weather or other unexpected causes will be taken into consideration.
9. Each year we continue to invest time and money for the maintenance and upgrading of the church property. Please help us keep our

facilities in good condition by being cautious when serving refreshments in any of our spaces. No food or drink shall be permitted in the Sanctuary at any time. We ask that you notify us immediately if you have an accident or if any aspect of our facility is not functioning properly so that we may correct the issue as soon as possible please use the Emergency Contact numbers located below. Please note that other groups may be using your space immediately after you vacate, and your assistance may be needed in cleaning up the space after your use. This may include emptying garbage, (for groups that have food or kitchen use), moving tables and chairs back to their original space, and general cleanup of litter that may have been dropped.

10. We must be diligent with all food items and remove the garbage and place it into the enclosed containers that are located behind the playground area. We do not wish to have a rodent problem either within or outside our building. If providing snacks: NO red or blue icing or drinks for events being held in Emerson Hall due to staining on the carpet in this area.

**E. POLICIES FOR UNAFFILIATED GROUPS AND ORGANIZATIONS USING CHURCH FACILITIES**

1. Groups and non-profit organizations working in direct conjunction with UUCL Action Teams or church programs shall be considered in-house participants and will be exempt from usage fees. Donations to help defray facility costs are welcome. These groups and organizations will not be required to provide their own certificates of insurance.
2. Groups and non-profit organizations not directly affiliated with UUCL Action Teams or church programs shall be considered guest users and will be subject to all usage fees. These groups and organizations are required to provide current certificates of insurance.
3. Groups and organizations established by or attended by members of UUCL, but which have no direct relationships with active Action Teams or church programs will be subject to the same fees and requirements as unaffiliated groups as defined in #2.
4. UUCL reserves the right to determine status on a case-by-case basis. Groups and organizations may apply for in house, exempt status if and when their circumstances change.
5. Application for space usage must be submitted a minimum two weeks prior to the event. This does not guarantee approval for usage of our space.
6. No group that is affiliated with any political party may use the space at UUCL as this could jeopardize our 501C3 status.

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Signature of Space User

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Date

Building Rental and Usage Policy Fee Appendix (Revised. 1/19/2023)  <b>Fee Schedule</b>	<b>Official Church Use</b> (i.e., committees, events)	<b>Member Rites of Passage</b>	<b>Non-Member Rites of Passage</b>	<b>Non-Profit Renters</b>
Security Deposit, refundable less damage fees	No fee.	No fee.	\$50.00 minimum	\$50.00 minimum
Key/Access Deposit, refundable after the event when key is returned.	\$10.00	\$10.00	\$10.00	\$10.00
Sound System and/or Streaming Technician (Sanctuary)	No fee.	\$100 paid to each Tech.	\$100 paid to each Tech.	\$100 paid to each Tech.
Sanctuary (Max 185) Women's Memorial Room (Max 35)	No fee.	No fee.	\$100/hr. (Minimum \$300)	\$50/hr. (Minimum \$150)
Minister fee	No fee.	No fee.	Varies (See separate document)	Varies (See separate document)
Musician (with Music Director pre-approval)	Up to Musician.	\$150 paid directly to Musician.	\$150 paid directly to Musician.	\$150 paid directly to Musician.
Room 201 (Max 25) Room 202 (Max 18) Room 203 (Max 18) Room 204/205: Second Floor Classroom (Max 45) First Floor Preschool Classroom (Max 45) Women's Memorial Room (Max 35)	No fee.	No fee.	\$35/hr. \$250/day	\$17.50/hr. \$125/day
Emerson Hall (Max 100) Emerson Hall with kitchen (training required prior to use)	No fee.	No fee.	\$35/hr. \$45/hr. \$250/day. \$330/day.	\$17.50/hr. \$22.50/hr. \$125/day. \$165/day.
Founders' Hall (Max 150)	No fee.	No fee.	\$35/hr. \$250/day.	\$17.50/hr. \$125/day.
<p style="text-align: center;">*Weddings and Memorial services: separate additional contracts as per member/non-member and their needs.</p> <p style="text-align: center;">*Fees may be negotiable under certain circumstances (e.g. long term rentals)</p> <p style="text-align: center;">*Room capacities are subject to restriction according to current COVID policy. Please see the current UUCL COVID policy for more information.</p>				

