

# **Piedmont Unitarian Universalist Church**

## **BUILDING USE POLICIES**

As a service to the community in line with the Unitarian Universalist responsibility for safeguarding the right of free expression and with adherence to the constitutional guarantees of free speech and assembly, the Piedmont Unitarian Universalist Church facility may be rented to any group for any lawful use when available and when such use is consistent with the policies established by the church for building use. It is implicit in the aforementioned that any group renting the facilities is not necessarily endorsed by the church or its members.

### **I. PERMISSABLE USES**

#### **A. Piedmont UU Church-sponsored groups or activities**

Weddings, wedding rehearsals and receptions, funerals and memorial services arranged for members shall not require a rental fee. Groups directly or officially related to, associated with, supported by, sponsored by, or an outreach of, Piedmont UU Church may receive a reduced or waived rental fee. Certain events or group activities may require the imposition of a cleaning fee where there is extensive or long-term use of the facility or where food and beverages are served.

#### **B. Other groups or activities**

The following uses will be subject to the fee schedule in this policy:

1. Weddings, wedding rehearsals and receptions, funerals and memorial services arranged by non-members.
2. Use by community, business, professional, social services and educational groups.
3. Private social events arranged by members and non-members.

#### **C. Reduced or waived rental fees**

Permissible uses may receive a reduced or waived rental fee at the discretion of the Office Administrator.

### **II. IMPERMISSABLE USES**

- A. Groups that are clearly in conflict with the purpose and philosophy of Piedmont UU Church shall not be permitted to rent the facilities.
- B. Use of the church shall not be permitted for any purpose that the Board of Trustees feels detracts from its dedicated purpose as a place of worship and meditation.

### **III. SCHEDULING ARRANGEMENTS**

Scheduling shall be done on a first-come, first serve basis. To reserve space an applicant shall complete an application form and return it with the rental deposit indicated on the current Rental Fee Schedule (if applicable) to the church Office Administrator at least two weeks in advance of the event. The Office Administrator shall review all applications to insure that requested use of the building is within this policy. In the event of a church emergency, the Board of Trustees reserves the right to cancel or reschedule events.

### **IV. CANCELLATION**

Cancellation of a reserved usage must be made at least seven calendar days prior to the event, or the security deposit shall be forfeited.

## **V. DEPOSITS**

Non-Piedmont UU Church sponsored groups or activities shall pay the Deposit Required, and the Cleaning Deposit, indicated on the current Rental Fee Schedule, and submit these with the application for use of the facility. After the event, the property will be inspected for damage. The Cleaning Deposit shall be refunded within one week of the conclusion of the event providing there is no damage to Piedmont UU Church property and that no excessive cleaning is required. If repairs or excessive cleaning is required, the cost of this will be deducted from the Cleaning Deposit and the balance, if any, refunded. Additional charges may be made in case of damage to furniture, building or grounds.

## **VI. SANCTUARY SOUND SYSTEM AND PIANO**

The sound system and/or piano may not be used without advance permission. The following rules apply:

- The piano must remain covered, if not approved for use.
- Nothing (other than the protective covers) may be placed on the piano. Only music may be placed on the piano stand.
- No food or drinks should be placed in the vicinity of the piano.
- The piano may not be moved.

## **VII. KEYS, OPENING AND CLOSING**

The Office Administrator or the group using the facility shall appoint a responsible party to be the key holder. This person shall be responsible for the proper use of the facilities and compliance with the rules of this policy by the group he or she represents. This person shall sign the agreement for use of the facility and shall in signing the agreement, guarantee restitution for any loss or damage to the property that is attributable to the group. The loaner key shall not be transferred from the responsible party to another party without the advance permission of the church office and adjustment of the contract for use of the facility.

Closing time, including cleanup, for all non-church activities shall be 11:00 PM. Noise levels and parking arrangements should reflect respect for the property rights of our neighbors. At closing, all items on the closing checklist should be completed. If the kitchen is used, all rules and closing checklist items for the kitchen should be followed.

## **VIII. ADDITIONAL RULES**

- A. Alcohol: Use of alcohol in the building is permitted with the approval of the Board of Trustees. Alcohol use at non-church sponsored activities is not covered by Piedmont UU Church liability insurance. Groups desiring to serve alcohol must provide evidence of Host Liquor Liability insurance in force to cover their group on the date of the event at the Piedmont UU Church premises. Alcohol may not be served to minors on Piedmont UU Church premises. Under no circumstances shall alcohol be sold on premises.
- B. Tobacco: Smoking is not permitted anywhere in Piedmont UU Church buildings.
- C. Weapons: Weapons are not permitted anywhere on Piedmont UU Church Property.
- D. Illegal Drugs: Use of illegal drugs is not permitted anywhere on Piedmont UU Church Property.
- E. Minors: Responsible adult supervision must be provided for any Persons under 21 years of age.

- F. Telephone: Use of the telephone should be restricted to 3 minutes per call and is restricted to local calls.
- G. Beverages and food: No beverages or food may be served unless the application clearly indicates so.
- H. Room arrangements: Users may rearrange the furniture to suit their needs, Provided that all items are replaced in their original Positions at the end of the event. No items may be affixed to the walls of the building except with blue painter's tape. All tape shall be removed after the event. The piano may not be moved.
- I. Musical Equipment: Use of the church stereo, piano or other musical instruments or equipment shall be limited to persons approved by the church music representative.
- J. Publicity: Publicity in connection with any group's use of the Piedmont UU Church Facilities may not imply sponsorship by Piedmont UU Church unless approved by the Board of Trustees.

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(detach here)

## Piedmont Unitarian Universalist Church

### BUILDING USE POLICIES

I certify that I have read, understand, and agree to the terms set forth in this policy. I further certify that I have received a copy of this policy.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this signed document to Piedmont Unitarian Universalist Church with your rental application.*