

Harbor Unitarian Universalist Congregation Building Use Policy as of June 13, 2012

- 1. General Policy:** The Board of Trustees will authorize all usage. It is the policy of the Board of Trustees that HUUC facilities are primarily available for the use, enjoyment, and needs of our membership and secondarily for use by outside parties. Scheduling priority will be given to church-sponsored activities over non-church activities. All usage will be consistent with safety, security, and cost of operations. Only activities that are deemed to be of low risk to persons and/or property are permitted in the church building or on church grounds. Determination of the level of risk will be the responsibility of the Board of Trustees. Level of risk for each activity will be evaluated relative to HUUC's in-effect liability and medical expense coverage. City of Muskegon zoning regulations are considered when determining authorized usage. ***The Board reserves the right to declare usage agreements terminated.***
- 2. Commercial Use:** The building will not be used for commercial purposes.
- 3. Political Preference:** No preference will be given any political party or organization in the use of the building.
- 4. Reservations/Scheduling:** Any HUUC member, recognized "friend," or outside organization may request building use. Requests for building use will be submitted to the HUUC Board of Trustees and placed on the agenda for the next Board meeting. Applicants are expected to complete the HUUC Building Use Questionnaire. When approved, the event will be placed on all HUUC event calendars, printed and electronic. Reservations will ordinarily be recognized on a first to request basis. When there are conflicts that cannot be resolved by compromise or moving of dates, the uses will be given the following priorities:

 - a. Sunday Services and religious education,
 - b. Formal Affairs such as funerals and weddings,
 - c. Church related functions,
 - d. Civic functions in which the church or the minister is participating,
 - e. Other civic functions,
 - f. Personal benefit groups (dance, yoga, bible study, etc.)
 - g. Political meetings.

Within each of these groups, functions or uses organized or sponsored or arranged by members will be given first consideration and those of recognized friends will be given second consideration. ***The Board of Trustees or its designee will resolve conflicts that may occur between interested parties.***
- 5. Continuing Uses:** Any planned continuing uses (such as weekly classes) as specifically stated in the usage agreement require advance approval and are subject to periodic review. ***Unless the use is a church function, users should not store any materials except as approved by the Building and Grounds Committee or the Board of Trustees.***

6. **Fees:** The Board of Trustees has adopted a fee schedule for building use. The fee schedule is to be reviewed annually by the Board of Trustees.
7. **Security/Clean up Deposit:** The Board of Trustees has established a refundable clean up security fee in advance of use of the building. The deposit is required for all non-church activities as detailed in the rental agreement. In the event of damage to the building/property or loss/non-return of key(s), costs of repair/replacement/re-keying will be deducted from the deposit before being returned to the renter. If such costs exceed the deposit, renter will be billed for the excess amount.
8. **Musical Instruments/Pianos/Keyboards:** Musical instruments that are the property of HUUC may not be used without prior approval of the Music Director.
9. **Non-Affiliate Users:** When the church is to be used without the attendance of a member, the Board of Trustees may require the hiring of a member to safeguard the building during the use. It will be up to the building user to retain the member. Groups or members requesting use of Church facilities may not prohibit attendance on the basis of race, sex, creed, social class, age, disability or sexual orientation.
10. **Smoking:** Smoking is prohibited on the premises. Smokers should go to the sidewalk.
11. **Alcohol:** Alcoholic beverages may not be served by Building Users without the permission of the Board of Trustees. If alcoholic beverages are served by Building Users, said user shall provide proof of liquor liability at least 10 days prior to the rental date. Alcoholic beverages may not be served to anyone under the state-mandated age limit. ***Under no circumstances shall the renter sell alcoholic beverages on church premises.***
12. **Contract:** For ordinary use by members (committee meetings, etc.) , a contract will not be required. For special events, continuing uses (except for church functions) or events where the church members are not sponsors or organizers, a Building Use Rental Agreement will be signed by the renter and approved by the Board of Trustees as required at least 7 days prior to the scheduled rental.
13. **Liability:** Non-HUUC members using the HUUC building ("Building user") shall hold harmless and indemnify HUUC from and against any and all liability that may be imposed upon it, for any injury to persons or building user property caused by the named person or organization or any other person in connection with the meeting/event.
14. **Keys and Security Code:** Keys to the building should be given only to those who the Board of Trustees have designated individually or by description and under such conditions as the board shall require. The security code used to unlock the building shall be changed every few months or sooner if security requires. The code shall be given to members only in the same manner and under the same conditions as is used for the keys.

15. Damages: Building User will pay for all damages to any property at the HUUC building or grounds resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the renters or its invitees.

16. Supplies: Unless specified in the Building Use Rental Agreement, Renters are expected to provide their own consumable supplies (paper plates, napkins, plastic utensils, etc.). If childcare is provided, users must provide their own consumable supplies (diapers, wipes, crayons, paper, etc.)

Approved by the Board of Trustees on June 13, 2012.

**HARBOR UNITARIAN UNIVERSALIST CONGREGATION
BUILDING RENTAL POLICY**

AS OF JUNE 13, 2012

Individuals or groups may rent HUUC unscheduled facilities for religious, non-religious, and non-commercial events under the following conditions:

1. While reservations are placed on the church calendar immediately upon request, they cannot be confirmed until approved by the HUUC Board of Trustees and a signed contract, and deposit when required, is received by HUUC.
2. Full rental payment is required ten (10) days before the event. If not received on time, the reservation will be forfeited.
3. A security deposit \$75 is required. Said deposit will be forfeited in part or in total should the facilities be damaged or unexpected clean-up results.
4. All weddings require a non-refundable reservation fee of \$50.
5. Four (4) hour minimum rental charges apply for evenings and weekends, when demand for space is highest.
6. The Board will evaluate requests for Saturday evening rentals on a case-by-case basis. Impact on set-up for Sunday morning services and church school will be considered.
7. HUUC is under no legal obligation that may arise from renters hiring persons other than church personnel.
8. Decorations, displays, or alterations of existing room arrangements require prior approval by HUUC.
9. Wine and beer may be served as long as persons attending pay no fee or charge of any type. Further, the renter must comply with the Laws of the State of Michigan regarding the serving or consumption of alcoholic beverages. **NOTE: *If alcoholic beverages are served, renter must provide proof of liquor liability at least 10 days prior to the rental date.***
10. Facilities must be left clean and arranged in a manner in which it was found.
11. Building security is the renter's responsibility. The contract signer must see that lights are turned off, heat is turned down, and windows and doors locked after normal church hours of operation.
12. Smoking is not allowed inside the building.

13. All aspects of this agreement, including damage costs, are the sole responsibility of the contract signer. The church rents to personally responsible individuals not to vaguely defined organizations or groups.
14. The attached contract will be used for all building rentals.
15. Fees and other requirements can only be waived by action of the Board of Trustees of HUUC.

Adopted June 13, 2012.

RENTER acknowledges daily fees for building rental are as follows:

<u>Item</u>	<u>Price</u>	<u>Item</u>	<u>Price</u>
Sanctuary	\$100	Rehearsals	\$50
Social Hall + Kitchen	\$150	Downstairs Classroom	\$25
Sanctuary + Social Hall + Kitchen	\$200	Downstairs Double Room	\$40

NOTE: Maximum seating for Sanctuary is 120. Social Hall is 70 .

Weekly or monthly rates can be negotiated with the Board of Trustees. Groups may apply for a discount. Rates listed are for activities not sponsored by HUUC.

8. Socially conscious, external groups may use the main floor meeting rooms and the kitchen at a percent discount upon approval of the Board of Trustees.

I/We (RENTER) have received a copy of the Harbor Unitarian Universalist Congregation's Building Rental Policy and hereby agree to abide by the policy.

SIGNATURE(S): _____

GROUP: _____

GROUP CONTACT: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HUUC Acknowledgement:

The Above contract was accepted AND a deposit of \$ _____ received by:

FOR HUUC: _____ DATE: _____

HUUC CONTACT: _____ PHONE: _____

HUUC BUILDING USE QUESTIONNAIRE

(Must be completed and submitted to the HUUC Board of Trustees upon application)

Name, address, email and phone number of organization, group or individual:

Names of known HUUC members (if any) expected to participate:

Are you requesting the HUUC Board to waive fees? (Please explain)

Date(s) requested. (Please specify if request is regularly scheduled and ongoing):

Number of persons expected to attend (please explain if unable to provide estimate):

Describe purposes for use of building, including detail of activities other than simple meeting space:

Which room(s) are you requesting?

Describe any fixtures or equipment you expect HUUC to provide, such as kitchen appliances, dishes and cookware, audio-visual equipment, musical instruments:

Please provide contact information for representative(s) willing to appear before the Board of Trustees to answer questions concerning this request:

Building use for above listed persons/group/organization for specified dates is hereby approved for the date(s): _____

Board President

Date

Board Secretary

Date