

Unitarian-Universalist Fellowship of Winston-Salem, Inc.

Building Use Policy

Any use of Fellowship property is under the authority of and subject to the approval of the Board of Trustees of the Unitarian Universalist Fellowship of Winston-Salem, Inc. This policy governs the rental and building use of the Fellowship facilities. All individuals and groups requesting rentals must demonstrate their agreement to this policy by their signature on the rental agreement. Any variations of this policy and the attached standard rental agreement must be approved by the Board of Trustees. Everyone who uses this facility must sign the contract and abide by this Building Use Policy – regardless of the amount of the rental fee – including those members and friends who use facilities under category A.1 below.

A. The Five Categories of Use

1. Fellowship functions

Includes services, member wedding/union ceremonies, memorial services, religious education, committee meetings, programs, and general fellowship work.

- a) A member or friend, for this purpose, is an individual or is part of a family that are members in good standing or a person who has been a contributing friend of the Fellowship for a least a year prior to the function.
- b) No charge is made to members for use of the property when it is a normal use of the premises and is a normal part of Fellowship functions. Member wedding/union ceremonies and memorial services are the two most common functions performed on behalf of an individual or family. Gray areas occur when birthdays, baby showers, or anniversaries are celebrated. In these cases when the celebration is primarily by a member, or members, and for, or on behalf of, other members, it is considered a Fellowship function.
- c) Fellowship functions include, but are not limited to, the use for Fellowship-sanctioned:
 - (a) Worship
 - (b) Teaching
 - (c) Functions sponsored by the Board, Fellowship Coordinating Council, and Fellowship committees
 - (d) Committee meetings
 - (e) Work days
 - (f) Fund raising events

Certain criteria must be met before a new event is considered a Fellowship function.

- Is the event primarily by members for members?
- Is the event in accordance with Fellowship goals and principles?
- Will the event profit the sponsor—committee – or the entire Fellowship?
- If there is a question, the president in consultation with the minister will make the determination of whether the event can be considered a Fellowship event.

2. Regular rentals
Individuals or groups from the community may rent the facility for any functions consistent with our theologies and philosophies and not antithetical to Unitarian Universalist Association principles and purposes. These functions may include but are not limited to the use for:
 - (a) Wedding/Union Ceremonies
 - (b) Funerals
 - (c) Memorial Services
 - (d) Parties
 - (e) Civic Activities
 - (f) Alcoholics Anonymous, etc.

3. Rentals to members
Any member or Friend in good standing receives rates at 50% of regular rates for non-Fellowship functions—no additional discount for several bookings.

4. Rentals to religious organizations/non-profits
Use by non-profit religious organizations with theological and/or philosophical purposes consonant with the UUA principles and purposes for worship services.

If a religious or community organization requests use of the premises for meetings, and if they can pay, we can rent space to them according to our usual rates. If it is a religious/non-profit organization with limited funds, the board may approve the use at a reduced rate at the recommendation of a Fellowship Committee or the Board.

5. Rentals supporting Fellowship programs
Outside groups and/or programs that directly support our Fellowship programs and purposes and are approved for inclusion in the regular programming of the Fellowship by the Board, the Fellowship Coordinating Council or a Fellowship committee will not be charged for use of the facilities.

6. In consultation with the President, the minister may reduce fees when it is deemed necessary or appropriate.

B. Guidelines for rentals

1. Fees

- a) A deposit equal to the rental rate is required up to a maximum of \$500. Rent and deposit are due 30 days in advance of meeting. Cancellation 30 days or more before the event results in a charge of 25% of rent or \$50 dollars, whichever is less. Cancellation less than 30 days prior to an event results in a charge of 50% of rent or \$100 dollars, whichever is less.
- b) Rentals on shorter notice will be allowed if the rental does not interfere with other planned events. The amount of deposit will be equal to the rental, but not to exceed \$500.
- c) Rental fees and deposits are deposited in our checking account when received. If no damage has occurred, the deposit is returned within 21 days of event.
- d) The deposit will be retained until the staff has inspected the property and has ascertained that no damage has occurred and that all equipment has been returned to its usual condition. If damage has occurred the staff will correct the problem and, after the repair has been made that portion of the deposit equal to the repair costs will be retained and the remainder returned to the renter. If damage exceeds the deposit, the renter will be billed for damages above and beyond the rental deposit.
- e) In the case of regular, on-going rentals, all rents will be paid one month in advance of use. Failure to pay will result in a cancellation of the contract, at the pleasure of the Fellowship.
- f) In-kind rentals substituting goods and/or services in lieu of rental fees are discouraged and are only allowed with approval of the Board and on the condition that the goods and/or services provided have an actual value equivalent to the cash rental fee.

2. Schedule of Fees: Minimum rental is 4 hours. Rental fees will not be prorated.

Fellowship Hall—Meetings

\$150 for four (4) hours (Includes time to breakdown, arrange, and put back in place.) No food is to be consumed or served.

Fellowship Hall—Meetings with Use of Kitchen

\$275 for four (4) hours (Includes time to breakdown, arrange, and put back in place.)

Kitchen rental is required for any event serving food. This includes food that is catered or otherwise prepared off-site, such as a “pot luck event.”

Fellowship Hall—Wedding/Union Ceremonies without Reception

\$150 for four (4) hours. Wedding/union ceremonies are scheduled in blocks of four hours.

Morning wedding/union ceremonies have use of the Fellowship between 8:00 and noon.

Afternoon wedding/union ceremonies have use of the Fellowship between noon and 4:00 p.m.
Evening wedding/union ceremonies have use of the Fellowship between 4:00 and 8:00 p.m.

Access at other hours can be arranged with the Office Administrator and the Minister according to their schedules. The Fellowship will try to be flexible whenever possible.

Fellowship Hall—Wedding/Union Ceremonies with Reception and Use of Kitchen
\$275 (note hours above).

Outdoor Functions

—No Kitchen Use
—No access to Memorial Garden
—No Fires on Property
\$150 for up to six (6) hours on the grounds. Rental includes the use of the two restrooms and access to the restrooms through the East entrance of the Fellowship.

Religious Education Classroom

\$50 for up to four (4) hours. (Includes time to breakdown, arrange, and put back in place.)

Religious Education Double Classroom

\$100 for up to four (4) hours. (Includes time to breakdown, arrange, and put back in place.)

Custodial Fee

During your rental an additional fee of \$25.00 per hour will be charged for a custodian to open and close the building and help clean-up after your rental.

Deposit is equal to the rental up to \$500. Deposit is waived for in-kind renters approved by the Board.

3. Clean-Up

- a) For non-member, non-Fellowship use: The individual or group renting the facilities is required to clean all areas used before leaving facility and take away all trash.
- b) For member, Fellowship use: Members or committees using the facilities are required to clean areas used before leaving facility. All recyclable material must be placed in the recycle bins provided. If using Fellowship Hall, it needs to be vacuumed and chairs rearranged for normal Sunday worship service.

- c) For members using for non-Fellowship use and for non-profit use: before leaving facility, members and approved non-profit organizations are required to clean areas used, place all recycle material in the recycle bins, and remove all other trash. The Fellowship Hall, if used, must be vacuumed and chairs rearranged for normal Sunday worship service.

Also see the Fellowship's **Kitchen User's Guide**. Non-compliance with the regulations therein will result in the charging of additional custodial fees, which will be charged against the rental deposit.

C. Use of Alcohol

Any group that plans to serve alcoholic beverages must have prior approval from the Board president or the minister. The renter agrees to abide by all applicable NC State ABC laws relating to the sale and consumption of alcohol, obtain the necessary permits and provide copies to the UUFWS prior to the event. The renter agrees to monitor alcohol consumption at the event as required by the Fellowship's insurance carrier.

D. Smoking

The Unitarian Universalist Fellowship of Winston-Salem is a NO SMOKING facility. There will be no smoking inside the Fellowship. Smoking is permitted only outside at the East End of the Fellowship where there is a receptacle filled with sand for cigarette disposal.

E. Responsibilities of Renters

1. All renters

- a) Sign the contract, pay rental fee and deposit.
- b) You may use the Fellowship's address **ONLY** for location identification and may not suggest any affiliation between your and the Fellowship based on the rental agreement. Provide your own phone number and contact person's name on any advertising you create for your event. Do not give out the Fellowship phone number or the names of Fellowship staff. The Fellowship will not field calls or provide information to the public on your behalf.
- c) Set up room as desired and rearrange at the end of the event. Do not attach, remove or damage anything on the walls of any room. Pianos **may not** be used or moved without advance permission from the Office Administrator.
- d) Heat and air conditioning are controlled automatically at the Master Control. If you need to adjust the thermostat, please adjust up or down only and **do not** press hold in the room you are renting and please do not touch any other controls. Return the temperature to the original setting when you leave.
- e) Music and noise must be kept at a reasonable level with respect for the neighborhood.
- f) Fellowship phones should not be used by renters, unless a "911" emergency exists.

- g) **Children must be carefully supervised at all times. You may not use any room for childcare unless you reserved and paid for the room in advance.**
 - h) Clean up all rooms used, wipe off counters, clean up all spills, and return all equipment used to its original condition and storage locations.
 - i) If non-Fellowship function, take all trash away. If a Fellowship function, separate all trash into appropriate labeled recycle containers.
 - j) The custodian will make sure that all appliances, lights and HVAC controls are turned off or reset as well as making sure all doors in the building are firmly closed and that the front and east end doors are locked.
2. Rentals with kitchen
- a) Kitchen may be used **only** if you have reserved it and paid the kitchen rental fee. Use kitchen as indicated by instructions in the kitchen as well as the **Kitchen's User's Guide**.
 - b) Wash, dry, put away all dishes, flatware, glassware, and cooking utensils used.
 - c) Clean and dry all equipment used
 - d) Place used towels, dish clothes, and soiled table linens in box provided.

This "Building Use Policy" and "Kitchen User's Guide", if applicable, shall be attached to the "Contract for Building Use" and is a part of the said Agreement.

Approved and adopted as policy by the Unitarian Universalist Fellowship of Winston-Salem Board of Trustees, this the ____ day of _____, 2007.

President