

UUYO Building Usage Policy Adopted 4-5-2018

Goals:

We want to support member and community activities that align with the mission of UUYO

We want to be recognized as a resource to our members and community

We want to increase rental income to support the work of the Church

We want to charge a rate that is a bargain but not a steal, goal is roughly 10% below market for comparable facilities

Regarding the use of the Building and Grounds of the First Unitarian Universalist Church of Youngstown (UUYO), it is our policy that the facilities may be used under the following conditions:

1. The purpose of the event and/or renting group must align with the mission of UUYO. Final approval of usage is the responsibility of the Minister.
2. Events are scheduled on a first-come, first-serve basis according to the UUYO calendar. Bookings should be made at least one week ahead of an event. All rental events require the completion of the UUYO Rental Agreement Form to establish terms and responsibility for the rental. Office hours are subject to change so confirm these hours when scheduling your event. Conflicts are resolved by the Minister.
3. Fees for and responsibilities of usage, as well as the security deposit, are established before the event takes place, and confirmed by signatures of the renting parties and the office manager on the Building Usage Agreement form.
 - a. Fees may be reduced or waived for active, pledging UUYO members or friends¹ at the discretion of the Minister. Such decisions will be made consistent with the above Goals.
 - b. An active, pledging member or friend of UUYO may sponsor an individual or group not affiliated with UUYO that wants to hold an event, thereby becoming eligible for consideration for reduced or waived fees for use. The sponsor must assume responsibility and must attend the entire portion of the event that takes place at UUYO.
 - c. Any other fee reductions or waivers, i.e., public events, etc., are left to the discretion of the Minister.
 - d. Event cancellation refunds are available until one week prior to the scheduled event. Office hours are subject to change so confirm these hours when scheduling your event. If an event is cancelled after this time, the rental fee is not refundable. This acknowledges the effort required to prepare the building for the renter's event and the utility costs that can be incurred even if the event ends up being cancelled.

e. If a fee reduction or waiver is granted, the sponsoring member or friend is strongly encouraged to make the following statement to event participants:

i. “UUYO has generously made this space=available to our group for our activity. To support UUYO and its ongoing mission and to help keep this facility available for events like ours, please consider a free will donation when we “pass the hat.”

ii. Sponsor has the responsibility to collect and secure donations which are to be submitted to the office in an enveloped designating the event and the name of the sponsor at the time of the event. No expense reimbursements are to be deducted from the donations.

All sponsors will receive a copy of the **UUYO Sponsor Responsibility Checklist**

f. Renters must consent to and sign a “Hold Harmless Agreement” as well as forward a security deposit of \$100, key deposit of \$15, and A/V equipment deposit of \$50, if applicable.

i. The key deposit will be returned to the renter upon return of the building key to the office.

ii. If there is a need to use UUYO’s A/V equipment, a UUYO member who is knowledgeable in its setup and storage must be present at the event and will be the only person to handle the equipment. In the event that an A/V technology team member is unavailable the equipment will be unavailable unless the renting party has an individual able to be trained in the use of UYO equipment to the satisfaction of the UUYO A/V technology team. In that circumstance, the person trained and authorized would be permitted to operate specified equipment.

iii. In the event that alcohol is served at a rental event the church expects the renter to abide by the UUYO Alcohol Policy and reserves the option to require that the renter provide security during the event.

g. “Person in charge” When the building is in use there needs to be an individual identified as being “in charge.” This individual has the building key, alarm code and responsibility for:

i. Providing access to the building prior to the event.

ii Making sure that the rented space is set up in accordance with the rental agreement.

iii, Making sure the rental space is returned to its original condition and that

anything used in the kitchen is washed and returned to its original location.

iv. Making sure lights and appliances are properly turned off at the end of the rental period.

v. Making sure all doors are secure.

vi. Confirming that all guests have left the building and setting the alarm when exiting the building.

All renters will receive a copy of the **UUYO Renter Responsibility Checklist**.

If it is necessary for a UUYO staff member or someone not connected to the renting group to perform the above duties there will be an additional fee of \$50.00.

h. Events must be completed in time so the renting organization can exit the building by 10:00 PM, unless special permission has been granted by the Office Administrator via arrangements with the “Person in charge”. Should an alternate “Person in charge” be required after this time, the fee for closing the facility after 10:00PM shall be \$75 instead of \$50.

Usage Fees

Full rate is charged to Individuals and organizations not affiliated with UUYO but wanting to rent space in our building.

The Reduced Rate is charged to non-profit groups who are registered 501-c(3) entities, or other such non-profits. A final determination on the status of any group with regard to non-profit status will be determined by the Minister.

Use of church facilities for church-related activities (committee, team, and affinity group meetings, church-sponsored classes, webinars, and other programs, fundraising and social events supporting the church, and religious education events) is without cost; users are, however, expected to abide by the same rules as renters about how to treat the building.

Use by individual church members is not considered church use. Active, pledging members and friends¹ may use the church facilities free of charge for "life passage events" such as weddings, memorial or funeral services, child dedications or any ceremonial event with a minister performing ritual. All other use of church facilities by members will be at the reduced rate offered to non-profit entities. In case of such rental, all normal rental rules and regulations apply.

| Space | Full Rate | Reduced Rate ² | Minister's Services | Full Rate |
|---------------------------|-----------|---------------------------|--------------------------------|-----------|
| Sanctuary | \$200 | \$100 | Wedding service | \$300 |
| Channing Hall | \$100 | \$50 | Wedding service with rehearsal | \$350 |
| Channing Hall and Kitchen | \$150 | \$75 | | |
| Courtyard and patio | \$50 | \$25 | | |
| Schweitzer Lounge | \$50 | \$25 | | |
| Classrooms | \$25 | \$15 | | |
| Piano | \$150 | \$150 | | |

These rental fees do not include the services of UUYO staff, but certain events, at the discretion of the minister, may require the presence of UUYO staff at a charge of \$50 per hour until 10 pm and \$100 an hour from 10 pm on.

¹An active, pledging member is someone who has signed the membership book and has a contribution of record in the current or previous calendar year; an active, pledging friend is someone who has not signed the membership book, but who has a contribution of record in the current or previous calendar year.

²Further reduction of rates for special circumstances may be made at the discretion of the Minister.