

First Unitarian Universalist Church of Berks County

Church Usage Policies and Procedures

Policy

It is within the principles and objectives of the First Unitarian Universalist Church of Berks County ("Church") to provide the opportunity for community organizations and individuals with compatible objectives to use on a per diem or other approved period of time, space at the church. It is also the policy of the Board of Directors ("Board") to permit usage to members of the church community for special events such as weddings, memorials, committee events, and other approved activities.

Procedures

1. In response to an inquiry about renting space, an applicant will receive the Building Use Application, the Rules and Regulations for Church Use, the Church Usage Policies and Procedures, the Church Usage and Hold Harmless Agreement, and the Categories of Use/Fee Schedule.
2. Applicant must complete and sign all of the above forms and submit them to the church office at least one month prior to the date and time requested and at least two weeks prior to the next regularly scheduled Board meeting if Board approval is required.
3. The application will be approved by either the minister or the Board.
4. One-time use applications with or without a fee waiver request are subject to approval by the minister. Recurring rental requests are subject to approval by the Board. In the minister's absence, an officer of the Board is authorized to approve a one-time use application.
5. Arrangements for the services of the church minister to perform rites of passage such as weddings, funerals, and other special events should be made with the minister prior to completing an application.
6. Once reviewed, the Office Administrator will schedule a gatekeeper for the event. If an approved gatekeeper is not available, the application may be rejected even if all other criteria are satisfactory. If this is the case, the organization or individual will be notified of the reason for rejection. In the case of member rentals, the member applicant may apply to also be the gatekeeper.
7. Individuals or organizations requesting a fee waiver need a church member sponsor to act as the person responsible for ensuring all policies are adhered to. This sponsor may or may not be the assigned gatekeeper. In cases where a different gatekeeper is needed, there may be a fee for this service even if the rental fee for the space is waived.
8. Individuals or organizations requesting a fee waiver may be required to have a representative present at the Board meeting and respond to any Board questions regarding the intent and usage request. The decision of the Board is final.
9. If no space is available, notification will take place within one week of the application being received. Applications needing approval from the minister and a gatekeeper will be notified of a decision within ten days of the application being received. Applications needing Board approval will be notified of a decision within one week following the regularly scheduled Board meeting.

10. Upon notification of acceptance, the approved applicant must pay a deposit and security fee as outlined in the “Categories of Use” schedule to reserve the desired church space. The remaining rental fee payment must be received one week prior to the scheduled event.
11. Upon notification of acceptance, the approved applicant will be provided with a copy of the approved and signed application.
12. Rentals are on a first-come, first serve basis. Church members requesting space for approved functions will have priority over community-related requests that are submitted at the same time.

Adopted: 7/10/7

Revised: 1/18/11

First Unitarian Universalist Church of Berks County
416 Franklin Street, Reading, PA 19602-1019
(610) 372-0928

Building Use Application

Applicant Name: _____

Organization Name: _____

Address: _____

Phone: _____

Space Requested: _____

Date of Use: _____

Time of Use (please include time needed for set-up and break-down):

Arrival _____ Departure _____

Purpose: _____

Number of Persons Expected: _____

Audio-Visual Requests: _____

Person Responsible: _____

Addresses & Phone if different from above:

Church Member Sponsor, if applicable: _____

Phone Number: _____

Is Church Sponsor able to provide gatekeeper services? Yes _____ No _____

I agree to pay the rental fee for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature: _____ Date: _____

First Unitarian Universalist Church of Berks County
Rules and Regulations for Church Use

1. The Office Administrator will contact approved gatekeepers to determine the availability of one to open and close the church for non-member rentals.
2. For member rentals not requiring a gatekeeper, it is the responsibility of the member of the church to contact the church Office Administrator to make arrangements to gain access to the church and to return any borrowed keys.
3. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created by the use must be collected and placed in the dumpster at the rear of the church.
4. For some events, special cleaning services with additional fees may be required as a condition for approval.
5. Applicants are responsible for any damages incurred and will be charged for repairs.
6. Applicants should familiarize themselves with the location and operation of the fire extinguishers prior to the start of the event.
7. If the kitchen is used, it is incumbent upon the applicant to turn off all appliances used and to leave the kitchen as they found it.
8. All food items must be supplied. Under no circumstances are kitchen pantry items to be used for non-church events.
9. There must be no use of any type of open flame, including but not limited to, candles, oil lamps, grills, or burning logs. Candles, if they are to be used, must be enclosed in a non-flammable container such as glass. Specific permission must be acquired if the applicant is using the church sanctuary for a special activity and desires to use candles. This permission must be requested at the time of the application.
10. Smoking on church property or in church buildings is not permitted. No pets are allowed on premises except for the annual animal service as approved by the worship committee. Alcoholic beverages are not permitted on any part of church property except within the Gerber Room with prior Board or minister approval.
11. No group, organization, or individual may fund raise, engage in any game of chance, or solicit or post signs espousing a political cause, party, or person.
12. Heat/AC controls should not be touched or changed by any user of the facility. The Building Committee will program the heat controls for the scheduled event, and the gatekeeper may adjust controls upon request.
13. Applicants must remain only in the areas requested and approved for use.
14. Parents/Guardians are at all times responsible for their children.

Applicant Signature: _____ Date: _____

Church Representative: _____ Date: _____

Adopted: 7/10/07

Revised: 1/18/11

First Unitarian Universalist Church of Berks County
Church Usage and Hold Harmless Agreement

I / We, the undersigned authorized representative/s of _____ (Name of Organization) of the city of _____, state of _____ shall be using the building and grounds of the First Unitarian Universalist Church of Berks County (hereafter referred to as "the Church") from _____ to _____ for the purpose of _____ (herein referred to as "the Activity.")

I / We understand and agree that neither the Church nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guest, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as, all appliances and fixtures in the Activity, I / we assume all risk in connection with participation in the Activity. I / We further release the Church, its trustees, employees, agents, or representatives for any damage which may occur while participating in the Activity. I / We further agree to same and hold harmless the Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. I / We also authorize the Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I / We further state that I / we are authorized to sign this agreement: that I / we understand the terms herein are contractual and not mere recital: and that I / we signed this document of my/our own free act and volition. I / We further state and acknowledge that I / we have fully informed ourselves of the content of this affirmation and release by reading it before I / we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature: _____

Date: _____

Signature: _____

Date: _____

Adopted: 7/10/07

Revised: 1/18/11

First Unitarian Universalist Church of Berks County

Categories of Use/Fee Schedule for Non-Members

	<u>Rental</u>	<u>Deposit</u>	<u>Security</u>
Sanctuary (accommodates 250) Includes a 1-2 hour rehearsal and/or a 1-3 hour ceremony up to a maximum of 3 hours. \$100/hour additional after the first 3 hours.	\$350	\$100	\$100
Gerber Room (accommodates 75) Includes up to a maximum of 3 hours \$75/hour additional after the first 3 hours	\$150	\$50	\$100
Gerber Room with Kitchen *** Includes up to a maximum of 3 hours \$125/hour additional after the first 3 hours <i>***use of stove requires prior Board approval</i>	\$250	\$75	\$100
Upstairs Front (accommodates 25) This space is not handicapped accessible Includes up to a maximum of 3 hours \$35/hour additional after first 3 hours	\$70	\$25	\$100
Chalice House 1st Floor (accommodates 15) Includes up to a maximum of 3 hours \$25/hour additional after first 3 hours	\$50	\$25	\$100

Deposits

Large events may require additional security monies, as determined by the church. Security monies will be refunded within two weeks after the event, provided the facility is returned to the condition in which it was received. Regular deposits are fully refundable if cancellation is received two weeks prior to the scheduled event. Cancellations received less than two weeks in advance will result in a \$45 gatekeeper fee being deducted from any refund monies.

Gatekeeper's Fee - \$15/hour minimum or \$45 per event

A gatekeeper may need to be assigned for all non-member events that do not have a member sponsor that is also an approved gatekeeper. Hours are calculated from the time the building is opened for set-up to the time it is closed. For gatekeeper purposes, a wedding rehearsal and a wedding are considered separate events. The gatekeeper will open and close the building, orient guests to the facility, adjust heating controls and security devices as necessary, assist with A/V and answer questions. Set-up of table, chairs, and other items for the event are the responsibility of the renter. Cleaning is the renter's responsibility (see "Rules and Regulations").

Rites of Passage (weddings, memorials, funerals and child dedications)

Gatekeeper: Ordinarily, a gatekeeper is not required when the minister is officiating at a rite of passage, however, should the minister determine one is needed due to the size or nature of the occasion, the gatekeeper's fees as listed above will apply.

Minister's Fee: Please consult with the minister regarding availability and fees.

Fee Waivers

Memorial Service: Fee may be waived at the minister's discretion.

Community Organizations: Groups whose philosophies are consistent with our UU principles and congregational goals may request a fee waiver for events for which no admission fee is being charged. A church member sponsor is required who is willing to supervise the group's use of the church. Please not any fee waiver requests on the Building Use Application and list the name and phone number of the church sponsor.

Adopted: 7/10/07

Revised: 4/10/12