



Facilities Rental Policy and Procedure

POLICY

The Unitarian Universalist Fellowship of Hendersonville's (UUFH) facilities are for the benefit of, and to serve the needs and interests of the congregation. In addition, we recognize our responsibility to the community by opening our facilities to organizations and individuals whose purpose and philosophy are compatible with the principles of Unitarian Universalism. On scheduled arrangement, the UUFH allows the personal use of its facilities by members and supporting friends, and will allow the rental of the facilities to the general public. We retain the right to disallow use by groups that represent beliefs or policies contrary to our denominational principles, purposes and traditions.

The UUFH has created a welcoming space for all, and in turn, expects users of our facilities to treat our property with care, reducing opportunity for damage or theft. In addition, we ask that our environmental values of conserving energy and reducing unnecessary waste be reflected.

The use of UUFH facilities implies neither endorsement nor sponsorship of an event. Specifically excluded from facilities use consideration are any groups advocating a partisan political agenda or a partisan political position.

Guiding Values for Rental Decisions:

1. UUFH's purpose and philosophy are reflected and expanded upon.
2. Unmet needs or insufficiently met needs in the Hendersonville community are being served.
3. The rental group is in right relations with UUFH and staff.
4. The event assists people in finding us outside of Sunday.
5. The event makes congregants proud of being connected with UUFH.

PROCEDURE

Use of UUFH Facilities

1. SCHEDULING

To maximize access and accountability, all meeting space must be reserved through the UUFH office manager, who will in turn, enter all meetings and events on the UUFH Website Events Calendar.

A request to rent our facilities requires the completion of a **Facility Rental Agreement** and the submission of that Agreement to the UUFH office manager. Forms are available online (www.uufhnc.org), or at the Fellowship's office. The Agreement must be signed by the group's representative (age 21 or older) who will be in

attendance at the scheduled meeting or event. If a key is needed, the representative is required to sign **Key Holder's Agreement** and may be subject to a \$25 refundable key deposit.

Occupation and use is limited to the specific areas, number of people, group and/or activities specified in the Facility Rental Agreement. Children must be kept under adult supervision at all times (with a ratio of one adult for every six children), and with the exception of service dogs, animals are not permitted in any building.

2. PRIORITY FACILITY USE

Regularly scheduled UUFH services, including the Religious Education and adult programs/ events are the first priority for facility usage. Rites of passage ceremonies requested by UUFH members and friends ranks second;

UUFH Board and committee meetings are third; and UUFH members and friends sponsored events and meetings are fourth, followed with regularly scheduled meetings and events by special interest groups and individuals.

3. GIVE-AWAY SPACE

For the benefit of the community and in conjunction with UU principles, UUFH grants

rent-free use for certain outside groups. Contact the UUFH office manager for information.

4. FACILITY USE FEE INFORMATION

No fees are charged for Sunday morning services, religious education classes, adult enrichment, social justice, Fellowship meetings, and member weddings, ceremonies, and memorial services. These are not renters.

Fees are charged for approved rentals of groups outside the Fellowship. These ARE considered renters; however, fees may be reduced or waived if the group has a UUFH Member sponsor. An additional fee may be charged for the use of the UUFH's equipment, and if the sound

system is needed, the renter may be required to pay a fee for a Sexton. (Refer to #9 & Facilities Use Agreement)

A special fee arrangement may be made for continuing events or recurring meetings or for those with a long-term history with UUFH.

UUFH shall neither exercise control over, nor assume responsibility for the programs, activities, or finances of non-UUFH groups that rent its facilities.

5. GUIDELINES

- Renters are not to publish the UUFH phone number for event information. Non-UUFH renters are required to include the following statement in all of its event publicity:
 “This is an educational presentation and does not imply endorsement or support by the UUFH.”
- All media for a renter's event must clearly state the organization's name, contact person, and telephone number. Sponsorship by the UUFH may be neither stated nor implied.
- UUFH is under no obligation to publicize events held in its facility.
- **No concealed/dangerous weapons are allowed on the UUFH campus.**
- **UUFH is a smoke-free campus.**
- Beer and wine may be served at an event, but the UUFH office manager must be informed when the rental request is made.
- A NC permit is required for alcohol sales.
- **NO food or drink is allowed in the Sanctuary or Foyer.**
- Renters may decorate, but may not remove any UUFH materials. Decorations may not be taped or tacked to painted walls. All decorations must be removed at the conclusion of the event.
- **NO fires are permitted on the UUFH campus.**
- Candles may be used with prior authorization from the office manager.
- **NO incense or saging is permitted.**
- If a carpet spill occurs, there is a *Carpet Care* bucket in the Kitchen for spill cleanup. User is responsible and must return the carpet to its condition at the start of the event.
- Renters are responsible for damage to UUFH equipment which occurs while in their use.
- Renters are responsible to handle their own emergencies. No telephones on the premises are available.

6. PROOF OF INSURANCE

Proof of insurance (Certificate of Insurance with Endorsement) for large organizations and/or the signed liability waiver that is part of the Facilities Use Agreement is required. The limits of public liability shall be no less than

\$1,000,000 combined single limit liability for bodily injury and property damage. The policy shall name the Unitarian Universalist Fellowship of Hendersonville as the Certificate Holder.

7. CANCELLATION POLICY

To receive a refund for a cancelled event, the UUFH office manager must be notified 72 hours prior to the scheduled event

date. The rental amount paid, less a 25 percent administrative fee, will be refunded.

8. STEPS FOR RENTERS

- 1) Complete a Facilities Use Agreement and review the Facility Check-Out List.
- 2) Submit Facilities Use Agreement to UUFH Office and Pay Rental Fee.
- 3) Key Holder's Agreement must be signed to receive a key, and a refundable \$25 fee for the key must be paid. (This not needed if a Sexton is hired.)
- 4) Set Up and Clean Up are the responsibility of the User, and the facility must be returned to its pre-use condition.
- 5) Facilities Check-Out List must be completed and returned to the UUFH office (unless a Sexton has been hired) following an event. This list notes each item that must be done prior to leaving the building.

9. SEXTON'S ROLE & RESPONSIBILITIES

The renter for an event may choose to hire or be required to pay a fee for a Sexton. Any meeting that requires the use of the Sound System MUST pay a Sexton fee. The Sexton will be responsible for opening and closing the building,

assisting with set up and clean up, operating the sound system, air conditioning/heating needs, and ensuring that policies and procedures are observed. Sexton fees are not discountable.

10. GRANDFATHERED GROUPS

Groups with rental rates established prior to the date of the adoption of this Policy and Procedure document will remain in effect or

be renegotiated by the Office Manager at a rate that may be different than that shown on the UUFH Rental Fee chart.

UUFH RENTAL FEES

UUFH Facilities & Equipment	Rental Fees				
	Room Capacity	Three Hours	Each Additional Hour	Day Rate	Weddings/Memorial Services*
Sanctuary	160	\$ 150	\$ 50	\$ 300	\$ 300
Fellowship Hall (includes Kitchen)	100	\$ 125	\$ 25	\$ 175	
Log Cabin	15	\$ 30	\$ 10		
RE Cottage	12	\$ 30	\$ 10		
Concerts- Space and Fees Negotiable					
Sexton Fee**		\$ 100	30		
<p><i>*Weddings and Memorial Services fees may include the use of the piano and use of the Fellowship and Kitchen for a light reception.</i></p> <p><i>**Sexton must be retained if sound system use is needed.</i></p> <p><i>***Pianos may NOT be used without prior approval.</i></p>					
UUFH for Recurring Meetings/Events	Special Rental Fees - Recurring Meetings/Events				
	Room Capacity	Three Hours	Each Additional Hour	Day Rate	Weddings/Memorial Services*
Sanctuary	160	Not Available			
Fellowship Hall (includes Kitchen)	125	\$ 40	\$ 20		
Log Cabin	15	\$ 25	\$ 10		
RE Cottage	12	\$ 25	\$ 10		
Sexton Fee**		\$ 100	\$ 30		

Facilities Rental Fees approved by the UUFH Board 4.8.15