

**UUCY Building Rental Policy Agreement
Community Customer Building Rental**

Name of Group/Applicant: _____

Type of Event: _____

Responsible Person: _____

Active UUCY Member? Y/N Non-Profit Discount? Y/N

Address: _____

Daytime Phone/Email: _____

Space Requested: _____

Requested Event Date/s: _____

Event Time: _____ Space Use Time Begin/End: _____

Cost Per HR \$ _____ x Total Hours _____ = Extended Cost \$ _____

Number of Attendees Expected _____ Recurring Event Y/N

Security Deposit – 50% of Rental Cost (at time of booking) _____ Received _____

Building Access Fee/key deposit (if applicable) \$ _____

Total Deposit \$ _____ Balance Due \$ _____

***Balance Due must be paid 5 days prior to the event, or rental may be forfeited.**

*Balance Paid \$ _____ Date _____

*****UUCY Use only*****
Program Council Approval _____ Date: _____

Door Unlock Time: _____ Door Lock Time: _____ Scheduled?: Y/N

On Site Agent: _____ Agent Fee Waived? _____

Renter agrees to comply with requirements set forth in the UUCY Building & Grounds Rental Policy,

FOR RENTER: _____
Signature of Responsible Person _____ Date _____

FOR UUCY: _____
Print Name _____ Signature _____ Date _____

Certificate of Insurance for day(s) of event must be submitted, with UUCY listed as Additional Insured. All forms filed for one full calendar year, and then shredded.

BUILDING AND GROUNDS RENTAL AND USE POLICY - APPENDIX - FEE SCHEDULE 2017

Space Requested	Active Member Ceremonial Events*	Active Member Non-Ceremonial Events; Non-Profit Renters **	Outside Renters	Recurring Rentals- Regularly, Held Weekly or Monthly
Security Deposit, refundable less Agent fee or damages fees Key/Access Deposit, refundable after event. Access should be limited to Active Members whenever possible	waived/UUCY event	\$150/event	\$150	\$150 to be refunded at end of tenure
UUCY Agent, training required *** If Sponsored event, Agent fees waived by Sponsoring Body Sound System, training required or Agent use	\$25	\$25	\$25	\$25
Sanctuary and Lobby Piano, Music Director preapproval required	waived/Minister is Agent	\$15/hr or waived***	\$15/hr	\$15/hr or waived***
Lobby Only- Upstairs or Downstairs	\$0	\$15/hr	\$15/hr	\$15/hr
Sanctuary Building Kitchen- Reheating food only	\$0	\$20/hr; Minimum \$60	\$100/hr; Minimum \$300	\$20/hr; Minimum \$60 per use
Carriage House Suite- Sunroom, Parlor/Library, Dining Room, Kitchen	\$0	\$50/event	\$50/event	\$50/event
Classroom, in either Building	\$0	\$12/hr, 1 hr minimum	\$40/hr; Minimum \$120	\$12/hr, 1 hr minimum per use
Carriage House Sunroom Only	\$0	\$20/hr; Minimum \$60	\$100/hr; Minimum \$300	\$20/hr; Minimum \$60 per use
Classroom, in either Building	\$0	\$15/hr; Minimum \$45	\$75/hr; Minimum \$225	\$15/hr; Minimum \$45 per use
Carriage House Parlor/Library Only	\$0	\$10/hr; Minimum \$30	\$20/hr; Minimum \$60	\$10/hr; Minimum \$30 per use
Grounds/Labyrinth	\$0	\$10/hr; Minimum \$30	\$20/hr; Minimum \$60	\$10/hr; Minimum \$30 per use
Parking Lot Rental Only	\$0	\$20/hr; Minimum \$60	\$100/hr; Minimum \$300	\$20/hr; Minimum \$60 per use
	\$0	\$0	\$20 per day per space (total 50)	Monthly rental for daily use is \$50 per day for all spaces- \$1 space per day

Building Use Policy# 2 - Effective Date: 12/14/10

Title: Non-smoking Policy

Policy:

Smoking is not permitted anywhere inside the buildings.

Smoking is discouraged outside in front of the new building and in the presence of children.

Smoking may take place outside the side stairs leading off the main meeting room (with the door closed) or in the parking lots.

Smokers are asked to place cigarette waste in appropriate containers placed there for their use.

Building Use Policy# 3 - Effective Date: 6/6/99

Title: Alcohol Policy

Policy:

Alcohol consumption shall be limited to wine, wine punch or beer for those desiring it at church functions. Church funds shall not be used to purchase alcohol; instead, it must be donated.

No alcoholic beverage of any kind shall be served to minors. It is expected that alcohol use by our members and guests will be done in a responsible manner.

UUCY is not adequately insured to cover persons not connected with the church who bring in their own alcohol; therefore, outside persons renting our facility must do the following.

- An organization should provide us with a copy of its insurance coverage.
- An individual should have a rider or special endorsement added to their homeowner's policy to cover the serving of alcohol for that particular day. UUCY should request to be included in this rider as one of the insured parties. The individual should provide a copy of this document to us.
- A caterer supplying alcohol should provide UUCY with a certificate of insurance.



**UNITARIAN
UNIVERSALIST**

Congregation of York

925 South George Street
York, Pennsylvania 17403

UUCY Operations Manual

Policy Title:	Buildings and Grounds Rental and Use
Policy Number:	Awaiting June 2015 edition
Date Effective:	3/22/2015

Buildings and Grounds Rental and Use Policy

1.	Purpose	This policy aims to address most issues raised in this mostly "staff-administered" program, and to insure that we continue to manage the legal, liability, and taxation concerns that such a program involves.
2.	Scope	<p>UUCY seeks to make our facilities available to the people of the community where they may satisfy their needs for devotion, work, study, discussions, concerns for public issues, or recreation. We do not assume responsibility for the opinions or activities of any organization/individual which is not officially connected with this church. Publicity in connection with Rental/Use does not imply UUCY Sponsorship. Permission to use Church facilities does not necessarily constitute endorsement of the group or its goals. Priority of scheduling is given to meetings and gatherings for the work of UUCY, and for ceremonial events of Active Members of UUCY.</p> <p>Space at UUCY may be rented by any group or function whose purpose, goals, ideals or philosophy is not inconsistent with the broad ideals of the Church, with the exception of fund raising for a specific candidate or candidates.</p> <p>Renters will specify in their publicity that "meetings held at the UUCY" rather than using language which may imply that there is sponsorship by or affiliation with the Church. Rental customers cannot conduct for-profit business in the course of their rental use.</p> <p>A final determination on the status of any group with regard to non-profit status or discounted individual use is at the discretion of the UUCY Program Council.</p> <p>Priority for events is determined on a first-come-first-served basis. However, church sponsored events have priority where possible over requests for building use from non-church groups and individuals. The exception to this is rentals that have already been arranged.</p>

<p>3. Definitions</p>	<p>For purposes of this policy, unless otherwise stated, the following definitions shall apply:</p> <ul style="list-style-type: none"> • <u>Member</u>- always defined by the UUCY Membership Policy • <u>Non-profit</u>- registered 501-c(3) entities
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<p>4. Policy Guidelines</p>	<p><u>Rental Customer Compliance Requirements</u> All Rental Customers, paying or not, MUST comply with the following Rental Customer Compliance Requirements. Failure to do so may result in loss of Rental and Access privileges, and loss of Security Deposit:</p> <ol style="list-style-type: none"> 1. Building and Grounds Use Agreements must be completed and on file before the event will be placed on the calendar and scheduled for Access. 2. All space use, complimentary or not, UUCY-related or not, should be communicated to the Office for calendar use and access scheduling. 3. Renters must receive the Rental Policy and the Smoking and Alcohol Policies at the time of Agreement. 4. 50% deposit of the Rental Cost is payable to UUCY at the time of Agreement. Balance is due 5 working days prior to date of use, or Rental may be forfeited. 5. <u>Security deposit</u> and key deposit, if applicable, must be paid at time of Agreement. 6. UUCY should be listed as Added Insured on Renter's policy for the date of Rental event, and a copy of the policy will be filed at time of Agreement. 7. If applicable, a UUCY minister, or designated delegate must be involved in all ceremonial events. 8. Trash and recycling must be placed in proper receptacles, and trash must be removed to the designated area at the event of the rental, and liners replaced. 9. Windows and doors must be locked before leaving, and premises locked, secured, and alarm set, if applicable. 10. Saturday evening events must end by 10 PM to allow time for set up for Sunday services. 11. Furniture and resources must be returned to original placement, unless agreed upon otherwise in advance. 12. Exceptions to this policy, fee review and changes, and questions of use are brought to the Program Council by the Administrator of the Rental Policy. 13. Whenever possible, a UUCY trained Agent must be onsite during the duration of the Rental, and any unsecured doors must be monitored. This arrangement is preferable to renting a key to an outside party. All Agents must receive a copy of the Building Access Policy. UUCY Agent is a trained, paid individual who represents UUCY on site at ceremonial events, meetings, and gatherings. The Agent is responsible for opening and securing buildings and insuring that buildings and grounds are left clean. An Active member of UUCY may function as Agent after receiving training, if present for the duration of the event. The Agent fees are generally deducted at \$15/hr. from the Security Deposit. The Agent may choose to donate their services via the Gift-in-Kind form. 14. Collections, sales and fundraisers must be approved by the Fiscal Chair of
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Program Council in advance.

MUST NOT:

1. Use Fabric covered Sanctuary chairs, for outside events. A limited number of folding chairs and tables are available with advance notice.
2. Serve food in the Sanctuary room without prior approval of the Program Council.

Active Member Rentals

The definition of Active Member is superceded by the Membership Policy. Active Members 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, pertaining to the immediate family, defined as parents, spouse, partner, and children of Active Members. All other use of church facilities by Active Members will be at the reduced rate offered to non-profit entities. In case of such rental, all normal rental rules and regulations apply.

UUCY Sponsored Rentals

Groups or Activities or Events may align so strongly with UUCY's Mission and Vision such that a Committee or Program Council may elect to Sponsor the Building Rental. In this case, the rental, resource, and Agent fees would be waived. These fees also do not apply to the following event types:

1. Committee or Annual Auction-related Events
2. UU or JPD Denominational Events
3. Ceremonial events of Active Member immediate family (see above)

UUCY Sponsored Rental Requirements

Certain additional steps **MUST** be followed, in addition to the Rental Customer Compliance steps, above:

1. A UUCY Sponsored Rental Agreement must be signed and on file before the event will be placed on the calendar and scheduled for Access.
2. Moneys donated to UUCY will be considered Donations to the General Fund, and are not considered personal contributions.
3. Supplies/fees to be reimbursed for presenters will be noted "no more than" on Agreement.
4. Presenters are responsible for reimbursements from UUCY as above, via the as voucher request system.
5. Admissions and other fees must be payable and deposited to UUCY.
6. A statement created by the Committee, Affinity Group, or other body of UUCY must be on file at the time of the Agreement, clarifying how the rental supports the Mission and Vision and work of UUCY.
7. A committee, program leader, or chairman must be named as Owner of this event, and this person is responsible for administering event as per the above.

Parking Space Rental:

Renters **MUST**:

1. Be contacted regarding the Agreement for Rental by a volunteer representative of UUCY.
2. Provide proof of liability insurance,
3. Rentals of 1 month or longer should be prepared to enter into a Rental Contract Agreement, to be drawn up by the Program Council and administered by the Administrator of the Rental Policy. Such Contract Agreements will be reviewed by Program Council at least annually.

5.	References	Building Access Policy and Building Access Procedure Membership Policy Non-Smoking Policy, 12/14/10 Alcohol Policy, 12/14/10
6.	Appendices	Building and Grounds Use Agreement Building and Grounds Use Fee Schedule UUCY Sponsored Event Agreement
7.	Approval	UUCY Program Council
8.	Approval Dates	This policy was approved on: 3/22/2015 This version takes effect from: 3/22/2015 This policy will be reviewed by: <u>3/22/2016</u>
9.	Policy Owner	Administrator: Erika Juran, DCA Owner and Lay-Experts: Fiscal Chair and Operations Chair of Program Council