

## **BUILDING USE & RENTAL PROCEDURE**

**Jean Helms, Administrative Director**

**Updated 6/13/19**

### **BUILDING USE**

There are increasing demands for all church spaces and rooms. Please schedule all meetings and events through the office. The online calendar (BOTTOM LEFT of the all pages of the website) is the master calendar. You are welcome to check the calendar to see if a date is available; please do not publicize a date until you have cleared it through the office staff and it is on the calendar.

If you schedule a meeting or event in the church building, it is your responsibility to ensure that there is a person responsible for unlocking and locking the building. You and your group are responsible for cleaning up after your meeting: wash dishes and coffee pots, put chairs and tables away, vacuum carpet, turn off lights, and lock all doors. Cleaning supplies are located in the custodial storage area across from the kitchen.

If a committee sponsors a community meeting at our church, at least one committee member must be present at the meeting as a host (two for overnights). Arrangements for building entry can be made with the office staff if the church member who is hosting does not have a door code.

Please be aware that our church is a non-profit organization that is not allowed to endorse political candidates. We may educate about political issues, but must not endorse any candidate. Our committees may not sponsor (by waiving fees) candidates meetings, unless all parties are invited. We may rent at full rentals fees to political parties or candidates.

If you discover something that needs repair, please let the office know as soon as possible.

### **RENTAL PROCEDURE**

1. Fees are based on a minimum rental period of 2 hours. Rental for longer periods will be prorated.
2. A rental agreement signed by all parties is required for all events.
3. A \$50 damage and key deposit is required for all rentals. These deposits should be in the form of checks. The deposits will be returned (or applied to the rental fee) if no damage occurs.
4. No use of the church is permitted after 11:00PM.
5. This is a smoke-free building. There is a smoking receptacle near the fenced in area in the NE corner of the parking lot.
6. A custodial fee of up to \$200 shall be assessed for social events and large meetings for non-members. Renters who have a rental history, are known by the office administrators, or are visible members of the church may provide a portion of their own custodial care providing that the administrator agrees and that a damage deposit has been received. Any amount returned will be at the administrator's discretion. Should a renter use rooms other than those listed in the contract, an extra fee may be assessed from the damage deposit.

7. The capacity of the church building is 400 people. Capacity seated in chairs in the Auditorium: 200 people. Capacity seated at tables in the Auditorium: 140 people. We own a total of 10 round tables and 13 eight-foot tables.
8. The damage and key deposit must be received at the time of signing the contract. Full payment must be received prior to the date of the event.

### **FEES ARE AS FOLLOWS:**

- \$150 FOR A TWO HOUR PERIOD FOR THE AUDITORIUM
- \$100 FOR A TWO HOUR PERIOD FOR THE GALLERY
- \$250 FOR A TWO HOUR PERIOD FOR BOTH THE AUDITORIUM AND GALLERY
- \$ 40 FOR A TWO HOUR PERIOD FOR THE GATHERING PLACE/ROOM 7
- \$ 25 FOR A TWO HOUR PERIOD FOR SMALLER CLASSROOMS

Regular meetings, non-profit organizations or return rentals may receive more flexible terms. Church members in good standing may use the building with no rental fee in certain circumstances (see below.) Note: In 2019, Church members damage deposit is now \$50 (rather than \$150) and not required for auction events. Please ask if you have any question about anything in this document.

### **UNITARIAN CHURCH OF LINCOLN**

#### **POLICY STATEMENT**

**Author: FINANCE COUNCIL**

**Policy Title: BUILDING USE FOR MEMBERS**

**Adopted: April 17, 2005**

The church building and grounds may be used without rental fee by contributing church members and their families, only for weddings, memorial services, and major life passages. The church member must have made identifiable financial donations within the previous calendar year toward support of the church and its programs. The custodian will charge a fee of up to \$200 for services.

Custodial service may be provided by the building users if the administrator agrees and if a \$150 custodial deposit has been received for use if the custodian or administrator is not satisfied with the condition of the church after the rental. Any amount returned from the deposit will be at the administrator's discretion.

Church members will be expected to sign a building use agreement and provide a damage/ reservation deposit of \$150. The deposit may be returned after the event providing no damage occurs and the church key is returned.

All scheduling of the church building is contingent upon the availability of custodial help.

### **2018 Building Task Force – Clarity on “Life Passages”**

Room Rental Fees are waived for members in good standing for:

- Wedding ceremonies
- Wedding receptions
- Memorial Services
- Graduation Parties (incl Quincinera, Bat Mitzvah)
- Birthday parties for decade birthdays at or above the age of 70
- Baby Showers
- Wedding Showers