

Chapter III: Facilities

Facility Use Policy

(Approved April 11, 1999)

The UCBR facility exists for the use of the Church community for worship, religious programming, and for rites of passage for members of our congregation. Additional uses will be encouraged that do not interfere with those three objectives and benefit the community. The philosophy for rates for these rentals will be to charge enough to cover the direct costs, as well as indirect costs of offering the facilities for rental on a regular basis.

The priority for the use of UCBR Facilities is: (1) Worship services and religious education programs (2) Active member weddings, services of union, funerals, memorial services, and child dedications (3) other official Church functions and activities; (4) rentals involving a Church member which benefit the community or the family without interfering with 1-3 above, and (5) rentals that do not involve a Church member, but benefit the community without interfering with 1-4. Other rentals must be Board approved.

FACILITY USE POLICY
Adopted by the Board of Trustees
November 11, 2001

1. Requests to use the facilities must be made through the church office 45 days in advance.
2. The use of the facilities must be approved in advance by the Building Use Committee.
3. The use of the Sanctuary requires the express approval of the Senior Minister.
4. Activities in the Sanctuary must have a church approved, responsible party handling coordination, rules enforcement and closing inspection. This party must attend the function(s) or appoint a deputy with the approval of the Building Use Committee. The responsible party will unlock and lock the building, and adjust the thermostat(s).
5. There will be no rentals for wedding receptions for non-members.
6. Publicity by any groups or individuals using the facilities for an event that is not Church sponsored may not imply church sponsorship of the event. Any publicity must be submitted to the Church Secretary for appropriate review and approval.
7. Groups whose participants under 21 years of age must be chaperoned by an appropriate number of responsible adults. One adult should be present for every ten youths.
8. Only that portion of the building specifically reserved may be used.
9. **SMOKING IS NOT PERMITTED IN ANY BUILDING AT ANY TIME.**
10. Alcoholic beverages are not permitted in any building or on the grounds, including the parking areas, without prior approval. If alcoholic beverages are available, the serving must be in compliance with state and local ordinances. Also, in addition, non-alcoholic beverages must be available.
11. No food or beverages are allowed in the Sanctuary.
12. Private recitals will be considered non-profit for rental purposes. Piano tuning expenses over and above the normal scheduled semi-annual tunings will be the renter's expense and responsibility, but must be coordinated with the Music Director. The tuner must be church approved.
13. **NOTHING IS TO BE PLACED ON THE PIANO OTHER THAN MUSIC.**
14. Groups are responsible for setting up and taking down any equipment and/or decorations. Equipment taken from other areas of the church must be signed out and returned to the original location immediately following the activity. Failure to do so may result in a deduction from the deposit.
15. Decorations must be discussed with the Building Use Committee.
16. **NAILS, TACKS, AND STAPLES ARE NOT PERMITTED. PAINT MAY NOT BE USED IN ANY FORM ON ANY CHURCH PROPERTY SURFACE.**
17. Use of any church equipment requires prior approval of the minister, music director, DRE, sound technician or office manager as appropriate to the equipment desired. User must be qualified to use this equipment properly and safely.

- 18. Kitchen equipment will not be used except as noted on the Application and Use Forms. If a caterer is used, the facility user must inform the caterer that it is the caterer’s responsibility to leave the kitchen clean and in orderly condition, with all trash bagged and removed from the grounds.
- 19. Vehicles shall not be driven on the lawn.
- 20. Items such as rice, bird seed, and flower petals may not be thrown inside any church building.

IT IS EXPECTED THAT INDIVIDUALS AND GROUPS WILL ACT RESPONSIBLY IN RESPECTING CHURCH PROPERTY AND EQUIPMENT. USERS ARE REQUIRED TO LEAVE THE FACILITY CLEAN AND IN ORDER. FAILURE TO FULFILL THIS REQUIREMENT WILL RESULT IN LOSS OF SOME OR ALL OF THE DEPOSIT AND A POSSIBLE LEVY OF ADDITIONAL CHARGES.

RENTER _____ MEMBER _____ NON-MEMBER _____

IF NON-MEMBER, IS FACILITY USE MEMBER-SPONSORED? YES ___ NO ___

ADDRESS _____

PHONE(S) (HOME) _____ (OFFICE) _____

FAX _____ E-MAIL ADDRESS _____

CHURCH MEMBER CONTACT OR SPONSOR _____

TYPE AND NATURE OF REQUESTING ORGANIZATION _____

PROVIDE GENERAL DESCRIPTION, LEGAL AND TAX STATUS, MISSION/VISION/POLICY STATEMENT. FOR PROFIT ___ NON-PROFIT ___
 IF NON-PROFIT, 501c(3) _____ 501c(4) _____

TYPE OF FUNCTION _____

ACTIVITIES DURING USE _____

DECORATIONS DESCRIPTION _____

(See items 15 & 16 in the Facilities Procedures Instructions)

TYPE OF BEVERAGE AND FOOD _____

OF PEOPLE EXPECTED ___ PRIMARILY OVER 21 ___ PRIMARILY UNDER 21 ___

EQUIPMENT NEEDS

#of Tables 30 X 72 (12 available) _____
of Tables 39 X 39 (3 available) _____
of Chairs (300 available in Sanctuary) _____
of Coffee Pots (4 available) _____

WEDDING MUSIC

The Unitarian Church Pianist has first right of refusal to provide music \$125 _____
Vocalist/Instrumentalist rehearsal with pianist (\$150) _____
Use of Piano (pianist not provided) (\$75) _____

OTHER REQUIREMENTS

Other specific stipulations, restrictions, exceptions, requirements to which the Parties agree:

**DEPOSIT MUST ACCOMPANY THIS APPLICATION
CANCELLATION FEE APPLICABLE TO WEDDINGS
(See Fee and Deposit Schedule)
RENTAL FEE SHAL BE PAID 14 DAYS PRIOR TO USE**

The renter hereby certifies that the renter or (in the case of a group) the renter's representative hereby certifies that he/she has received and read the Facility Use Procedures and agrees to:

1. Abide by all conditions outlined in the Facility Use Procedures, as may be amended herein.
2. Hold harmless from any and all liability of any nature or source the Unitarian Church of Baton Rouge, its employees, agents and officials.
3. Release and forever discharge the Unitarian Church of Baton Rouge, its employees, agents, and officials from any and all claims arising out of, resulting from, or related to Renter and/or renter's representative's activities on the property.

Signed: _____ Approved

By: _____
(Renter or Renter's Representative)

Date: _____ Date: _____

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Rental Fee Schedule

Sanctuary

<u>Number of Wedding Party And Guests</u>	<u>Members</u>	<u>Deposit</u>	<u>Non-members</u>	<u>Deposit</u>
25 or less	\$100	\$ 50	\$150	\$ 75
26 – 75	\$150	\$ 75	\$250	\$125
76 – 100	\$200	\$100	\$300	\$150
101 – 250	\$250	\$125	\$350	\$175

***Private party receptions are no longer available except to families for which a funeral or memorial service is held in our church.**

RENTAL FEES (other than weddings or Service of Union)

Sanctuary

	<u>Rental Fee</u>	<u>Deposit</u>
Non-profit Organizations	\$400	\$200
For-profit Organizations	\$650	\$325

Revised March 15 2011

Rules for Use Religious Education Spaces (Approved March 12, 2000)

RULES FOR USE OF RE BUILDING SPACE BY ADULT GROUPS

1. When using RE classrooms do not disturb materials and supplies unless absolutely necessary.
2. Do not rearrange or move furniture from one room to another unless absolutely necessary.
3. When it will be necessary for materials to be disturbed or furniture to be moved, check with the Director of Religious Education (DRE) in advance.
4. Anything that is moved or rearranged by an adult group in a RE classroom must be put back as close as possible to the way it was. Chairs and tables must be replaced in the classrooms where they belong, and tables being replaced in the Fellowship Hall storeroom must not be placed so as to block attic access, or access to electrical or alarm panels.
5. Any food spills and other messes must be cleaned up by the participants; trash must be placed in wastebaskets; dirty dishes must be washed and surfaces wiped; this applies to the kitchenette and Fellowship Hall as well as classrooms. Any lost or damaged items are expected to be replaced by the individual or group that caused the loss or damage.
6. Except for very minor items for temporary use (i.e. pencils), do not take supplies from the RE storeroom or from classroom cabinets unless approved by the DRE in advance.
7. Adult groups are welcome to use the coffee supplies in the kitchenette. Participants are expected to replenish depleted or low supplies from the church kitchen. Paper goods and other food supplies for adult group use are in the cabinet in the kitchenette marked "Adult RE."
8. Refrain from leaving leftover food and drink in the refrigerator/freezer unless you are donating them for the use of children and youth. There is space for a very small amount of food and drink that will be used within a week; other items can be stored for longer periods of time in the church refrigerator.
9. If a group meets and participants bring children, the group is responsible for providing adequate supervision for the children. Even if the children are teenagers or are supervised by teenagers, some responsible adult must check behind them to make sure that the areas they have used have been put back in order and trash discarded.
10. Groups must lock and check all outer doors when leaving the building, being aware that some automatic-closing doors do not latch unless they are pushed firmly shut. Double-check all lights also, including bathroom lights.
11. Direct your questions or comments through the church office administrator to the Trustee for Buildings & Grounds.

Policy for Use of the Senior Youth Room
(Adopted December 10, 2000)

Policy

The Board of the UCBR recognizes that the Senior Youth Room's primary function is to serve as a home for the youth group, but that sometimes church program sanctioned groups have needs that are best met by using this space. Therefore, we are establishing a formal procedure for scheduling appropriate use of the Senior Youth Room by adult groups.

Procedure:

1. Committees wishing to use the Senior Youth Room for a meeting or class will submit a request for a room to the Office Administrator. The request will include the expected size of the meeting or class and the kind of setting/seating desired (formal/hard or informal/soft chairs). The Office Administrator will assign the Senior Youth Room to the class or meeting if and only if the following criteria are met:
 - (a) The room is not already scheduled for the youth group or a youth-related event (such as OWL, youth advisor planning meetings, etc.)
 - (b) No other smaller, equally appropriate space is available that will accommodate the group.
2. If the Office Administrator receives a notification in a timely fashion that the youth group plans to use the Senior Youth Room or receives a request to schedule a youth-related event after the room has been assigned to a committee or class, the Office Administrator will reassign the originally scheduled group to another room.
3. The assigned group will return the room to its original state, cleaning as necessary, putting items back in their original places, being careful not to remove items from the room, etc. Groups using the Senior Youth Room will not store items in the room or its closet.
4. If the Church staff determines that unscheduled use of the room has become a problem, the Senior Youth Room will be locked and keys issued to representatives of scheduled groups or Committee chairs.
5. There will be no rental of the Senior Youth Room.

Buildings and Grounds Maintenance Policy/Procedure

Adopted 1/09/2005

Board Responsibilities -

- Reviews policy for what items need to come to the Board for approval and which can be handled by the Buildings and Grounds Trustee or Office Manager without consultation – current policy is:
 - Items up to \$500 in estimated expense for the Buildings and Grounds Trustee
 - Items up to \$200 estimated expense for the Office Manager.
- Reviews recommendations from the B&G Trustee and sets the budget for B&G
- Addresses requests for approval of other maintenance items expeditiously.

Trustee for B&G Responsibilities–

- Prepares and maintains a List of Maintenance Problems and Minor Improvements
- Prepares and updates a Maintenance Schedule that can be used for budgeting purposes.
- Coordinates the implementation of items on the List and the Schedule, doing research as required and delegating implementation to the Office Manager, as appropriate.
- Works with the Office Manager to maintain a Maintenance Contact List of people to call when outside maintenance is required.
- Prepares and maintains a Maintenance/ Instruction Manual, containing instructions on operation of major equipment.
- Approves invoices for payment.
- When he/she arranges maintenance, informs the Office Manager when maintenance personnel will be coming to the church.
- Keeps the Office Manager, Minister, President and other affected staff and lay leaders informed on the status of all items on the list, especially the high priority items and those that are being currently addressed.

Office Manager Responsibilities–

- Receives reports of needed maintenance from the sexton, board, congregation and staff.
- Handles the items that cost less than \$200, informing the B&G Trustee and others as needed.
- Either calls someone from the Maintenance Contact List or asks the Sexton to perform the task. Approves expenditures necessary for the Sexton to perform the task.
- Submits items costing more than \$200 to the B&G Trustee for processing.
- Keeps the Trustee for B&G, the Minister, and appropriate staff informed about maintenance activity at the church.
- Puts invoices and receipts of maintenance items purchased by the sexton in the mailbox of the Trustee for Buildings and Grounds.

Sexton Responsibilities—

- Performs regular maintenance as per contract and other tasks as agreed upon by the Office Manager and Sexton.
- Informs Office Manager or, if not available, Buildings and Grounds Trustee of newly discovered maintenance problems.
- Receives list of tasks (within the perimeters of contract) that need timely attention, from the Office Manager.
- Seeks approval from the Office Manager for any expenditure involved.
- Often works with the Trustee for Buildings and Grounds or other leadership and staff to find out the details of what needs to be done.