

Adopted by Board of Trustees: ___Aug 24, 2014_____

Revised:_____

Facility Use Policy

Unitarian Universalist Church of Chattanooga

This policy is adopted under the authority of the Board of Trustees (Board) of the Unitarian Universalist Church of Chattanooga (UUC) and is effective until revised.

1. General Policy

- A. UUC facilities are available for use on a combination of priority and first-come/first-served basis for the benefit of the organization itself and its members, and with certain limitations, for the use of groups and individuals not associated with the church. UUC recognizes that users may have diverse religious belief systems, views or spirituality, and philosophical approaches, but all user groups and individuals should respect UUC principles and are expected, as a condition of use, to refrain from denigrating or dishonoring these principles.**
- B. Facility use administration is under the direction of the Vice President, Resources, and the Building/Facilities committee (VP Resources (chair), Chair of Building/Facility Committee, Minister, Administrator, and President) or a subcommittee may be formed to assist in the obligations, which are:**
- To administer these policies as promulgated.**
 - To generate user fees and donations consistent with reasonable market value and needs of the church.**
 - To arbitrate user conflicts that may arise from time to time.**
 - To report on building usage at each quarterly council meeting and provide an annual summary to the Board of Trustees.**
- The committee charged with facility use responsibilities will have decision-making authority in all matters related to the facility use that are not otherwise addressed in the UUC policies. However, users may appeal decisions of the committee to the Board at a regularly scheduled Board meeting.**
- C. User groups/individuals are categorized by the purpose of their facility use and by the nature of their affiliation with the church. A user category determines the parameters of facility use. Appendix A defines user categories and lists principal parameters of use. For official UUC Functions and UUC Sponsored Functions, an approved Non-Rental Church Activity Form (PIC) is required (see Appendix G). For events not sponsored by the UUC, an approved Facility Use Agreement is required (see appendix F).**
- D. UUC committees may elect to sponsor various facility uses, thus giving favorable status to certain users. Such sponsorship shall be stated in writing and should be permitted only if the function of the requesting group is consistent with that of the committee and the church, and the committee's mission is materially enhanced by enabling the group to enjoy**

formal sponsorship. Sponsorship may be revoked by the Board upon recommendation by the Facility Use Committee.

- E. The Board recognizes that all facility use results in costs to the church. Thus, parameters of use address expectations regarding financial arrangements for all facility users. Committees considering facility-use sponsorship of a group should also be cognizant of the financial impact of building use.**
- F. User fees are shown in appendix B to this policy and are subject to revision at any time by the Board upon recommendation by the Facility Use Committee. The committee chair may discount rental fees up to fifty percent from the schedule or waive deposits at her/his discretion, consistent with the financial needs of the church.**
- G. UUCC may use its own facilities for fundraising activities at any time, subject to appropriate scheduling through both the Facilities Use Committee and the Fundraising Committee. A fundraiser may be an official function of the church in which case it comes under the purview of the Fundraising Committee, or it may be sponsored and conducted by an entity of the church, such as a standing committee. In the latter case, no user fee is required if the entity conducts the fundraiser within the context of an official function (e.g. A committee holds a fundraising luncheon as part of regular Sunday programming.) If an entity of the church conducts a fundraiser as a separate event, the normal rental fee for the facility is required.**
- H. Individuals and outside groups are not permitted to use the church for activities whose primary purpose is to raise funds or generate profits unless the Board has agreed to approve the event. Full, undiscounted user fees are required for such an event as is a percentage of the revenue generated by the event, the latter to be determined by the Board in negotiations with the requesting group. This policy does not preclude users from collecting donations from attendees at their event in order to defray all expenses paid to church**
- I. Overnight use of the facilities requires prior Board approval. UUCC youth groups requires prior approval by committee chair and VP Religious Education.**
- J. Facilities may not be used for partisan political events, or political party campaign meetings. If facilities are used for promotion of nonpartisan political issues, of social action, or other issues, the user must agree to the provisions of the disclaimer section of building use agreement. (Copy attached, Appendix C to this document).**
- K. Unitarian Universalist denominational guidelines are to be followed in regard to the presence of appropriate adult supervision while children are present for various types of programs. At a minimum, however, at least two responsible adults must be present through events which involve minors.**

II. Facility Use Priorities (Appendix A)

A. The following list of priorities shall govern allocation of facilities when competing requests are received.

First priority: Official UUCC functions, with religious activities having precedence over nonreligious activities.

Second priority: UUCC sponsored functions with religious activities having precedence over nonreligious activities.

Third priority: Individuals or groups which are affiliated with UUCC but which are not sponsored by UUCC, with religious activities having precedence over nonreligious activities.

Fourth priority: Individuals or groups not connected with UUCC, with religious activities having precedence over nonreligious activities.

B. the Facility Use Committee has responsibility for arbitrating conflicts that may arise from administration of these priorities.

III. Facility Use Application Procedures

A. For events not sponsored by UUCC, applicants wishing to use the building should follow the procedures outlined below:

- 1. Users or representatives of user groups obtain facility use agreement from the church administrator who assists applicants in completing this form and determines category of use. The administrator determines availability of facilities and helps to coordinate simultaneous uses, but the administrator is not empowered to make any adjustments to the fee structure, or other parameters.**
- 2. If the event is approved by the Facility Use Committee, the user makes required payments (fee and/or deposit) to the church then receive key(s), security system briefing, and temporary arming code if appropriate.**
- 3. After use of facility, make sure it is restored for the next users in accordance with facility use agreement. The last group to leave the building must make certain that the security system is armed.**
- 4. The church administrator or another person designated by the Facility Use Committee inspects the facilities that were used and determines if cleaning or repairs must be performed as a result of the use. After all keys are returned and charges are deducted from the deposit, the balance is returned to the**

user's representative. If the user group fails to arm the security system after a

use or if all keys are not returned within ten (10) days after the final use, the user is automatically charged an amount equal to the normal security deposit on the particular facility.

UUCG reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____

(Continued next page)

Building Use Priorities

The Church Office facilitates the rental of church space to groups or individuals both internal and external to the church community. Members are not charged for church rentals when the space is used for “rites of passage” such as weddings, memorial services or baby dedications. Persons outside the church, members and friends of the church may rent the building for personal events such as parties, receptions, lectures, group meetings and performances.

Using groups/individuals are categorized by the purpose of their facility use and by the nature of their affiliation with the church. A user’s category determines the parameters of facility use. Appendix A is a table which defines user categories and list principal parameters of use.

Appendix A

Building Use Priorities

Purpose	Official UCC Function	UCC Sponsored Function	UCC affiliated Individuals, use not sponsored by UCC	Outside groups, Individuals not connected with UCC
Religious Service or Ceremony	Donations encouraged, PLATE No Deposit No Disclaimer	Donations encouraged, PLATE No Deposit No Disclaimer	Donation encouraged 50% normal rent Deposit (Waivable)	Advance Fee Req'd Deposit Required Disclaimer required
Non-religious activity	Donations When appropriate No deposit No disclaimer	Donations expected 50% normal rent Deposit (Waivable)	Normal rental fee Deposit required Disclaimer required	Normal rental fee Deposit required Disclaimer required

For official UCC functions and for UCC sponsored Function use PIC form. A Facility Use Agreement should be completed for events not sponsored by or connected with the UCC

Revised: _____

Approval: _____

Appendix B

Rental Fee Structure

Room	First 4 hours	Each Additional hour	Deposit Required ***
Livingston Hall & Fellowship Area	\$150	\$25	\$150
Fellowship area only	\$75	\$15	\$75
Kitchen light refreshments	\$25	\$10	\$25
Kitchen full meal	\$50	\$10	\$50
Emerson Chapel	\$50	\$10	\$50
Jefferson Room	\$50	\$10	\$50
Thoreau Room (east or west)	\$50	\$10	\$50
Thoreau Rm (entire)	\$75	\$15	\$75
Fahs Nursery	\$50	\$10	\$50
Channing Room	\$50	\$10	\$50

**** Sexton Fee may apply to external groups, see Sexton Fees schedule.**

***** Deposit will not be applied to rental or reimbursed until building keys returned, cleaning, and repair charges deducted. Balance to be returned.**

User fees show in this policy and are subject to revision at any time by the Board of Trustees upon recommendation by the Facility Use Committee. The committee chair may discount rental fees up to fifty percent (50%) from the schedule or waive deposits at his/her discretion, consistent with the financial needs of the church

Revised: _____

Approval: _____

Appendix C
DISCLAIMER

It is the policy of the Unitarian Universalist Church of Chattanooga that:

Whenever a NON-CHURCH group or individual uses UCC facilities for the purpose of promoting political or social action, the following disclaimer shall be signed by them and filed with other forms pertaining to use of the building in the church office before the event takes place.

Furthermore, any announcement of the meeting or event which uses the public media shall not use the name of the church but it may include “the church at 3224 Navajo Drive, Chattanooga.”

Disclaimer

“The Unitarian Universalist Church of Chattanooga seeks to make the facilities of the church available to the people of the community as a place they may satisfy their needs for devotion, work, study, discussion, concern with social/political issues. Or for recreation, with out, however, assuming responsibility for the opinions or activities of the organization or individual not officially connected with the church.

Thus, the Unitarian Universalist Church of Chattanooga is happy to make its facilities available to your group while at the same time it in no sense endorses position or programs of outside groups utilizing the church facilities.”

We have read and understand the above policy and Disclaimer and agree that any announcement of our meeting or event which uses the public media shall not use the name of the church but may include”... The church at 3224 Navajo Drive, Chattanooga. We further agree that the phone number of the church will not be used for information regarding this event.

Organization/Group:

Date

Representative:

Phone: Home

Cell

E-Mail Address:

UUCC reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____

Appendix D

SEXTON

A facility sexton must be appointed for all events, internal or external, who is competent to open the facility, oversee the use of the space, the equipment and the food service items, and competent to ensure cleanup, shut down, lock up and security at event's end. The sexton must also assure that outside groups fulfill the rental agreement performance for cleanup.

For a UUCC event the sexton would ordinarily be the event chair or his/her designee. For outside groups a Sexton would be appointed from volunteer congregants, who will be trained and confirmed to be proficient in Sexton duties listed above, and to receive pay under "Sexton Fees", below. Alternatively, a Sexton may be appointed from the renting group (must also be a member of UUCC for insurance purposes). The office administrator will insure that this appointee be trained in shutting down lights and appliances, locking up, and security procedures. The designee will be held accountable and sign a release of UUCC responsibility for event security if so appointed and trained. The Sexton will ensure that any keys issued to the outside group are submitted back to UUCC at end of event, or advise the office administrator to follow up on securing them.

Sexton Fees

When the UUCC must provide a sexton for an event, a \$50 sexton fee will be charged for outside rentals for the first four hours of required sexton time; the fifth hour and any beyond will be charged at \$15 per hour, with any partial hour longer than 15 minutes being charged as a full hour.

85% of sexton fees will be paid to the church member who voluntarily agrees to perform this work, and 15% will go to UUCC. If a renter who is trained and has written approval by church is on file, performs this work, no sexton fee will apply.

***If the sexton is required to remain after the renters depart to clean or arrange furniture, this additional time will be charged at \$30 per hour, with partial hours counted as above.**

Revised: _____

Approval: _____

Appendix E

Building Security & Keys

Building Security Keys

The Office Administrator is responsible for safekeeping of building keys, distributing them to congregants as required, noting the security code that each recipient will use, and keeping security code numbers and signatures of recipients on file until keys are returned. Recipient will provide signatures on a form for that purpose when issued a key or returning a key.

Board members and committee chairs may be issued keys as required. When key recipients rotate off or resign from leadership positions, they will return keys to the office administrator, who will cancel the code assigned to that key. The key may be reassigned to the next eligible congregant, who will choose a new code.

Keys may also be assigned on an “as needed” basis: Examples include members who have agreed to be sextons and have completed the training for this assignment; members who have responsibility in case of a security alarm; those who perform either continuing or ad hoc repairs or improvements, or who set up for meetings or rentals.

The office administrator may make routine distribution of keys under the guidelines above. For key requests outside of these guidelines, the administrator should consult with the Minister, the board President, or the VP Resources Ministry.

Alarm System

The security system is maintained by Turner Security Systems. Their phone number is on the handset of the phone just outside the office door. The church personnel to be notified in case of an abnormal situation are also listed with their phone contacts on the base of this phone. There is a police response if the alarm is tripped and no follow-up information is provided to advise of a mistake in procedures. It is therefore urgent that all procedures be known to and followed by all members who have key access to the church.

Entering the Building

Immediately upon entering, go to the security keypad on the wall to determine whether the system is armed.

If armed: A steady, high-pitched tone sounds, there is a small red light shining to the right of the keypad, and the keypad reads: ‘ON: AWAY DISARM NOW.’ Disarm the system immediately by punching in your security code.

If disarmed: There will be no high-pitched tone sounding. There will be no red light to the right of the keypad, and the keypad will read either: “NOT READY ZONE 006 FOYER MOTION,” or “SYSTEM READY UNITARIAN CHURCH.” If the system is disarmed, do nothing further. Either someone else is in the building, or has left the building without securing it.

Leaving the Building

- Return all areas to clean readiness, especially securing and unplugging any electrical items, such as coffeepots.
- Ensure that no other meetings are still in session, and that all persons have left the building.
- Ensure that all EXIT doors are closed and all lights are off.
- Turn ON the two light switches near the door.
- At the keypad, wait without motion until the system reads “SYSTEM READY UNITARIAN CHURCH” and this message holds steady.
- Enter your code on the keypad. When the keypad says “EXIT NOW” and the high-pitched tone and red light go on, leave the building, making sure the front door is locked by testing both doors behind you. When the doors are definitely secure, you may leave the area.

Abnormal Situations

The system may not arm, in some situations, after procedures for leaving are carried out. If the keypad does not read "EXIT NOW" after your code is entered, check that all emergency exits (two in basement and one in sanctuary) are securely closed and locked. If the system still does not arm, call the numbers on the phone base, for instructions.

Accidental Alarm Tripping

There are several reasons why an alarm may be accidentally tripped, including keying in the code too slowly or erroneously. If the loud horn sounds for this reason, simply re-enter your code.

Once the alarm is tripped, however, Security monitoring is alerted, and must be advised of the error immediately to prevent police notification. Call monitoring service at the number on the phone handset outside the office door. The responder will ask for your code or password, and you should provide it calmly. When service is assured that you are a designated key holder, you may explain that the alarm was tripped in error. When you get off the phone with the service, immediately call the first Church member on the notification list on the phone base to explain the situation, as monitoring service will have alerted this person to the tripped alarm. If the first name is unreachable, try the second, or the third. It is possible that the phone may be in use as part of the automatic security notification system, and if you are unable to use it, use your cell phone or wait for the automatic call to end and make the notification. If there is a delay in reaching monitoring to explain the error, and they have notified the police, you must stay in the building until the police arrive to explain the situation to them.

Revised: _____

Approval: _____

Appendix F

FACILITY USE AGREEMENT
Unitarian Universalist Church of Chattanooga

Instructions: Groups or individuals that request use of facilities should determine their category of use (see facility use policy) with the concurrence of the administrator or the Facility Use Committee. Complete this form as appropriate.

Complete Appropriate Line with date(s) and time(s)

- 1) Request for one time use on _____
 - 2) Request for multiple, limited- term use on _____
 - 3) Request for multiple, indefinite-term use on _____
-
-

A deposit of \$_____ will be posted prior to the use of the facilities. *Note: The deposit will be forfeited if the alarm is not properly armed or disarmed, or if key(s) not returned.*

Note: Committee chairpersons, conveners, etc., are responsible for checking the church calendar if they wish to alter an established meeting schedule!

If reserved space becomes unavailable due to unplanned maintenance every effort will be made to provide alternate accommodation.

UUCC reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____

(Appendix F continued)

FOR INDIVIDUAL AND External Organizations/Groups:

The Unitarian Universalist Church of Chattanooga grants
to _____ (user),

The use of

(rooms)

For the purpose of

(event),

On the following date(s)

The user agrees to pay the sum of \$ _____ to the Unitarian Universalist Church of Chattanooga (UUC) prior to use of said facilities in appreciation of the privilege of using the facilities specified above. In addition a deposit of \$ _____ will be posted prior to the use of the facilities and to hold the date(s) and time(s) requested.

=====
=====

IMPORTANT NOTES: *Deposits are promptly returned to the user provided the facilities are left in the same condition and they are found and the key(s) returned to the church office. Any charges incurred for cleaning/repairs will be deducted from deposit.*

External individuals or groups request for rental agreement must attach a sheet that also include details of the nature of the group and its activities, and disclosing reason for the request. What type of event is planned, the number of individuals expected, and what amenities additional to the space will be required, such as audio-visual equipment, child care arrangements (which require two adults in supervision). Complete contact information for person/s responsible for event/s.

If reserved space becomes unavailable due to unplanned maintenance every effort will be made to provide alternate accommodations.

UUCC reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____

Appendix G

Unitarian Universalist Church of Chattanooga

Church Activity Event Form (PIC)

Thank you for planning a Church event!

BE SURE TO FILL OUT AND SIGN: (Two Pages)

This form must be submitted to the Board of Trustee (BOT) for approval no later than **5 PM** on the **15th of the month prior** to your event. Events need to be approved **ONE MONTH** prior to the event so there is sufficient time to post it online and in the church bulletin. Entries preceded by * must be completed.

*Name of Event _____

Date of Application _____

*Date of Event _____	*Time _____	*Person in Charge (PIC) _____
Phone _____	*E-mail _____	*Home Phone _____
PIC _____	*Cell Phone _____	Back-up Home Phone _____
Phone _____	E-mail _____	Home Phone _____
Cell Phone _____		

When first submitting this form, if you are unsure of the exact time of day but know the part of day (i.e., morning, afternoon, evening, morning through early afternoon, etc.), please state this. The BOT will need a specific timeframe when your form is returned to you for either approval or clarification in the event of other approved events on the same day.

*Event Plan

*Will event require childcare? _____ If yes, have you contacted the approved church caregivers and had the expense approved? _____

*Will the event require a sexton? Yes ___ No ___

If yes, has the sexton been arranged? Yes ___ No ___

Is transportation required? Yes ___ No ___ If yes, please supply details below.

For a successful and productive event it is important to remember that the PIC is responsible for full coverage and oversight of the entire event. This includes cleaning up, locking up the church and providing for the needs of those who are scheduled to attend the event. You will be informed when the proposed event is approved and officially placed on the calendar. It is suggested that you fill in and submit your reservation as soon as possible. A year in advance is not unreasonable.

You may need help answering some of the following. If so, just ask the Treasurer. She/he will be glad to help.

Page 1 of 2

Are there expenses and/or income involved in this event? Yes ___ No ___

If you checked no, you're done. Just sign off below.

*If you checked yes, you must answer the following questions:

*What is your best estimate of the cost for this event? _____

*To what account do you plan to charge the costs? _____

*Is there enough money in that account to readily fund the event? Yes ___ No ___

(If you answered no here, you'll need to approach the BOT before proceeding)

Please note that an invoice/bill for goods or services will be required for payment by the church and a receipt will be required for reimbursement from the church.

Are you anticipating income from the event? Yes ___ No ___

If yes, to what account should this income be credited? _____ if you anticipate income will it be "in and out," sheer profit, or a mix of the two? In and Out ___ Profit only ___ Both In & Out and Profit ___ in Faith,

(Signature) PIC (Person in Charge)

Date

(Signature, if applicable) Vice-President with account affected by this activity

Date

.....
This section is for office use only.

Event has been cleared and noted on the church calendar ___ Yes ___ No, there is a conflict.

_____ Date Entered on Calendar _____

What budget accounts are involved in this event? _____

Has the PIC been informed ___ No ___ Yes, by (circle one) Phone Person E-mail

Has the ___ Minister, ___ BOT, or ___ appropriate Board Member been informed of event?

Does the event need a Sexton? ___ No ___ Yes

Has the sexton been arranged? ___ No ___ Yes

If a reserved space becomes unavailable due to unplanned maintenance every effort will be made to provide alternate accommodations.

UCC reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____

Page 2 of 2

Appendix H

UCC Alcohol Policies and Procedures

1. Tennessee laws concerning age restrictions and prevention of intoxication must be followed.
2. Alcoholic beverages are to be provided only by host group.
3. There is no unattended alcohol allowed at any time. No self-serve.
4. Alcoholic beverages are limited to wine, beer, and champagne.
5. Non-alcoholic beverages must also be served, and displayed attractively and prominently.
6. Food must be served along with alcohol beverages.
7. Alcohol may not be allowed outside at any time.
8. Alcohol may not be sold. Price of admission or tickets not allowed. Technically this is selling. Donations may be requested.
9. If someone becomes intoxicated, they must leave, do not allow to drive, arrange transportation.
10. Any renter wanting to serve alcohol must have a signed rental agreement. Approval from BOT to serve alcohol, comply with UCC alcohol policy, as well as state and local laws. If state or local laws require a permit it must be on file at UCC office one week prior to event.
11. For renters, a designated person is to staff the table at all times. Alcohol is served only by the adult(s)

manning the table. No self-serve.

12. For all non-church events, any leftover alcohol must be removed from the premises after the event.

UCC reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____

Appendix I

Miscellaneous

Child/Youth Care

Unitarian Universalist denominational guidelines are to be followed in regard to the presence of appropriate adult supervision while children are present for various types of programs. At a minimum, however, at least two responsible adults must be present through events which involve minors.

UCC Permission for Outside Celebrants for Church Ceremonies

Outside celebrants may, for certain religious occasions such as weddings, holy unions, christenings, or baby dedications, funerals, memorial services, be invited to lead ceremonies. The celebrant must meet with the minister prior to the ceremony and discuss conforming to church standards for religious ceremonies. If the church has no minister at the time of the ceremony, the celebrant will meet with the president of the board. When these standards are accepted and agreed to, the ceremony may be planned, and must include a written note in the program, or if no program an announcement thanking the church for the use of the building and noting the religious affiliation of the celebrant. The responsibility for making church members and outside renters aware of this policy lies with the administrator or chair of the building/facilities committee.

Kitchen and Activity Room

Kitchen cleanliness is a primary responsibility of any person or group using the kitchen.

- Unused perishable food items will not be stored in the kitchen or refrigerator, but either removed or thrown out... Condiments, and staple food items (spices, sugar, tea, and coffee) may be returned to storage.
- If a staple item is used up, information about requiring a replacement supply must be provided to the office administrator in writing so that more may be supplied immediately.
- Dishes, flatware, glassware, and preparation utensils must be washed by hand or by dishwasher, dried, and returned to the proper storage place.
All trash/garbage to be removed from building, placed in bin rear of parking lot

Recyclables, bag and take with you, do not leave in building.

Activity Rooms

In addition to the responsibility for keeping the kitchen area clean, person using any church room or area for a meeting or event must return all furniture to the original positions, dispose of trash, vacuum as required, and return any materials or objects used to the proper storage area.

Page 1 of 2

General Facility use Restrictions;

Advertising and other publicity should not state or imply church sponsorship, unless there has been BOT approval for the church to co-sponsor the event.

All publicity elements must be submitted to the BOT (communications committee) for approval prior to release. Submissions shall list a contact person (name, phone, email) within the host organization who is responsible for providing the information.

The applicant representing the user organization/group assumes responsibility for the group, including observation of these guidelines, and restitution for any loss or damage to church property if the amount exceeds the deposit.

Facility users must provide their own food and beverage. Food and beverage are not to be stored in building.

UUC is a nonsmoking environment. Smoking is prohibited in the building and on the grounds with the exception of the smoking gazebo. . . .

UUC reserves the right to revoke any space use agreement without cause

Revised: _____

Approval: _____