

FACILITIES RENTAL

A. GUIDING VALUES FOR RENTAL DECISIONS AT UUCA

It is our intention that the congregation's facilities be used in furtherance of the mission of the Unitarian Universalist Congregation of Asheville (UUCA): *Our open and welcoming congregation connects hearts, challenges minds and nurtures spirits, while serving and transforming our community and the world.*

We further aspire to make the congregation a center of progressive thought and action in the Asheville area, offering our space as a welcoming place for meaningful events that serve a wide audience and inspire community dialogue, and partnering with other congregations and institutions in support of environmental and social justice.

We want to create a welcoming place for religiously liberal worship, education, art, drama, music, and fellowship that reflects our values. The Facilities Rental Policy should welcome friends and strangers, while at the same time reducing risk from theft and damage. It should reflect our environmental values by conserving energy and reducing unnecessary waste. UUCA's policy for facility use is also intended to protect the personal safety of all who visit the facilities.

B. USE OF THE FACILITIES FOR MEETING SPACE

1. SCHEDULING

In order to assure maximum access and accountability for the care of the building, all meeting space must be reserved and on the church calendar administered by the Database and Publications Administrator. For the safety and security of everyone, we ask that congregants and staff to contact the Director of Administration and report any unscheduled groups meeting in UUCA's facility. These groups may be asked to leave the building.

Before a space can be reserved by a renter, an **Agreement for Rental of Congregation Facilities** form must be submitted to the Director of Administration. Forms are available online at UUCA's website (www.uuasheville.org) or may be picked up at the UUCA administrative office. An **Agreement for Rental of Congregation Facilities** must be signed by a representative of the group who is of legal age (21 or older) and who will be in attendance at the scheduled event. Rental groups or other groups that may require a key deposit, damage deposit or a paid Building Attendant must send the required fees with their **Agreement** form and payment. For recurring meetings, **Agreement** forms should be submitted prior to the first meeting and will be kept on file for the duration of the group's schedule of meetings, up to one year (July to June).

Occupation and use is limited to the areas, number of people, group and/or activities specified in the **Agreement**. Other areas, including the nursery, kitchen and playground may not be used directly or indirectly unless specified in the **Agreement**. Noise is to be kept to a minimum in respect for neighbors and other building users.

If childcare is provided, the renting group must observe the same childcare rules that are in effect for our religious education program. Details are available in our policy entitled “Childcare at UUCA” on our website (under Our Congregation/Board of Trustees/Congregational Policies). No rowdy play is permitted. With the exception of service dogs, animals are not permitted in buildings.

Requests for a particular space will be honored when possible in consideration of overall community needs. Space assignments will be overseen by the Director of Administration based on the size of the group, the type of event, the group’s compatibility with other events, and the preference of the group. Such assignments may be changed by UUCA as needed.

2. PRIORITY WHEN ALLOCATING SPACES

NOTE: In this document, the word “Member” refers specifically to those people who have met the provisions in our bylaws for becoming a Member, including making an annual financial contribution and signing the Membership Book.

First priority for use of space at UUCA will be reserved for institutional functions, such as Sunday morning services; adult, children and youth religious education classes/trainings; meetings of the congregation’s committees and Task Forces; and Member memorial services. These are not renters.

Second priority is granted to official UUCA functions, which include events organized and conducted by committees, task forces, small groups, affiliates of Earth & Social Justice Ministries and/or an event/meeting primarily for UUCA members. These are not renters.

Third priority goes to other Rites of Passage of UUCA members such as weddings, civil unions, naming ceremonies, etc. These ARE renters.

Fourth priority goes to other functions of outside renters. Rentals will be approved by the Director of Administration. Priorities will be exercised at the time of scheduling, whenever possible. Conflicts for use of space will be resolved by the Director of Administration.

3. GIVE-AWAY SPACE

For the benefit of the community and in conjunction with UU principles, UUCA allows certain outside groups to use the facility without a rental fee. Give-Away Space meetings and events are reviewed and approved by the Director of Administration with counsel from the Senior Staff or a Rental Oversight Committee. Those benefiting from this program will share fourth priority with paying renters for purposes of allocating space.

C. RENTAL FEES

UUCA space is defined to be rented either as an “event” or as a “meeting.” A meeting is ongoing on a regular schedule (e.g., weekly, monthly, etc.) An event is defined as a one-time occurrence and is subject to possible additional fees for a Building Attendant, A/V Technician and Damage Deposit (see below). The Room Fee Schedule is published on our website.

1. Non-member Rentals

1. Renters must sign an **Agreement for Rental of Congregation Facilities** and comply with the facility procedures. Rental fees are due at the time of reservation. For regularly scheduled monthly meetings, payments may be made quarterly, PRIOR TO the quarter being paid for. If the event booking is 3 or more months in advance, see “Reservation Deposit” section below. If a renter fails to give notice of cancellation or cancels within 72 hours of the event, a penalty of 50% of the fee will be imposed.
2. The renter for an event may be required to pay a fee for a Building Attendant. Any meeting/event that 1) includes food AND draws more than 60 people OR 2) draws more than 100 people OR 3) serves alcohol MUST pay a Building Attendant fee. The Building Attendant will be responsible for opening and closing the building, attending to the air conditioning/heating needs, and ensuring that policies and procedures are observed. Any additional needs such as setup of space or use of equipment must be approved by the Director of Administration and may require additional fees.
3. The Director of Administration (with the review of Senior Staff or a Rental Oversight Committee) may choose to charge a lower fee than is listed on the Rental Fee Schedule. Those qualifying for reduced rent may include rentals during low-demand periods and renters conducting events that directly meet the goals of our Ends Statements (see the Ends Statements listed on the last page of the **Agreement**).

2. Member Rentals

1. Members of the congregation qualify for a 50% discount once a year on one-time events or a 10% discount on meetings. The member must be in attendance at the event or meeting.
2. Renters must sign an **Agreement for Rental of Congregation Facilities** and comply with the facility procedures. Rental fees are due at the time of reservation. For regularly scheduled monthly meetings, payments may be made quarterly, PRIOR TO the quarter being paid for. If a renter fails to give notice of cancellation or cancels within 72 hours of the event, a penalty of 50% of the fee will be imposed.
3. The renter for an event may be required to pay a fee for a Building Attendant. Any meeting/event that 1) includes food AND draws more than 60 people OR 2) draws more than 100 people OR 3) serves alcohol MUST pay a Building Attendant fee. The Building Attendant will be responsible for opening and closing the building, attending to the air conditioning/heating needs, and ensuring that policies and procedures are observed. Any additional needs such as setup of space or use of equipment must be approved by the Director of Administration

and may require additional fees. Fees for Building Attendants and A/V Technicians are not discountable.

3. Cancellation Fee

If an event is cancelled less than 72 hours before the event, 50% of the Room Fee will be withheld. If a meeting is cancelled, no refund will be made.

4. Damage Deposit

A Damage Deposit of 25% of the total Room Fee will be required for rental groups that use the kitchen AND draws more than 60 people OR 2) draws more than 100 people OR 3) serves alcohol. This deposit is fully refundable if the procedures listed in the Facilities Use Guidelines are followed (included with the **Agreement for Rental of Congregation Facilities**), and if it is determined, after the group has left, that no damage has been done to the building or its contents. Should there be damage or failure to adhere to procedures, the Director of Administration will make an evaluation of the damages or losses and a portion of the deposit which is representative of the damages or losses will be retained. Should the cost of damages or losses exceed the deposit, the renter shall be responsible for paying the full amount.

5. Reservation Deposit

When an outside group wishes to reserve either the Sanctuary or Sandburg Hall 3 or more months in advance, the reservation can be made with a deposit of 50% of the room fee. All but \$50 of this deposit is refundable if cancellation occurs 30 days or more prior to the event. Full payment, including Damage Deposit (if required), estimated Building Attendant and A/V Technician fees and Key Deposit, is due 30 days prior to the event or the reservation will be vacated.

6. Key Deposit

Most renters will need a key to gain access to the building in which their group meets. A key deposit of \$20 is required. The deposit is fully refundable when the key is returned.

7. Annual Review of Agreements

For groups that meet on a regular, long-term basis, Agreements will be reviewed every July. At that time, the Director of Administration, with counsel of Senior Staff or the Rental Oversight Committee, will determine whether the Agreement should be continued (changes may be due to changing programs of the congregation and have nothing to do with the desirability of the group) and whether rates or fees should be changed. Further, all continuing contracts must be updated with current contact information.

D. NONDISCRIMINATION POLICY

In order to help assure that renters are contributing to the mission of UUCA, the renter will sign, as part of the **Agreement for Rental of Congregation Facilities**, a statement that indicates that the renter expressly agrees that participation in its organization, and the use of

the premises under the Agreement, is and shall be open to any individual regardless of race, color, sexual orientation, religion, creed, nationality, ancestry, disability, or gender.

E. GRANDFATHERING

Certain rental rates which have been ongoing prior to the date of the adoption of this Policy will remain in effect or be renegotiated by the Director of Administration at a rate that may be lower than that shown in the Room Fee Schedule published on our website.

F. RENTAL OF UUCA EQUIPMENT

UUCA has some A/V equipment for use in our buildings such as DVD players, flat-screen TVs and digital projectors. These are available for rent by making a reservation and completing the **Agreement for Rental of A/V Equipment** form. Forms are available online at UUCA's website (www.uuasheville.org) or may be picked up at the UUCA administrative office.

G. 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 **Agreement for Rental of Congregation Facilities** 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 Unitarian Universalist Congregation of Asheville as the Certificate Holder.

H. DISPLAY OF ANNOUNCEMENTS AND PROMOTIONS

For rentals by individuals and groups unaffiliated with the Unitarian Universalist Congregation of Asheville, all media advertisements must specify clearly the name of the sponsoring organization, a contact name, and telephone number. Sponsorship by UUCA must neither be stated nor implied unless explicitly approved by the Director of Administration. Unless the Congregation is a co-sponsor of an event, we will neither respond to queries nor provide information about events sponsored by outside organizations and individuals. The Congregation is under no obligation to publicize events held in our facility in any UUCA publication or on any bulletin board. Publicity materials left in the building prior to or following the event will be discarded.

Revision History	
Responsible Staff Member: Director of Administration	
Date	Description of revision
August 2014	Minor wording changes in policy, update to new format
December 2018	Minor wording changes, increase of late-cancellation fee from 25% to 50%