

## Unitarian Universalist Church of Canandaigua

3024 Cooley Road  
Canandaigua, NY 14424

### Building Usage Policy

As a matter of first priority our building resources are intended to provide space and shelter for the worship, educational, and program goals of the congregation.

We recognize a continuing conflict between a policy of ease and inexpensive availability in order to serve the community, and the reality of maintenance costs. A fee schedule has been established with the following goals in mind:

- To be of service to our community while serving the ideals of our congregation;
- To ensure that outside building users pay a fair share of the building usage expenses;
- And to receive some income each year to offset the cost of operating the building.

### Use of Space

We encourage use of our space by community groups whose programs represent a furtherance of our congregation's purposes and ideals. Use of space in the church is open on a first-come-first-served basis after the needs of the congregation have been met. A statement of purpose of the proposed rental use, the group responsible, and the parent organization of the group, may be required by the church prior to consideration of a request to rent/use space. The church reserves the right to deny use of our building facilities to any group. Granting use of the building does not imply endorsement of any program or group, nor does denial imply disapproval.

### Applications

Building rental applications are available upon request from the Church Administrator, or on our website at <http://canandaiguauu.org/forms/building-rental-application/>. The application can be submitted via e-mail to [uucc@rochester.rr.com](mailto:uucc@rochester.rr.com) or to the address listed above via regular post. A security deposit of \$100 will be required to hold the date (if applicable). The balance is due one week before the date of the event. All requests must be approved by the Church Administrator to be considered official.

### Implementation

The decision to approve or disapprove a request for the use of the building is made by the Church Administrator. Among the facts to be considered are:

1. The capacity of the building and grounds, and staff time.

2. Hours of intended use.
3. Maintaining the peace of the neighborhood and quiet for other groups using the building and grounds.
4. Compliance with smoking, drug, and alcohol policies.
5. Avoiding any practices of the group which we deem to be manipulative, deceptive, or a danger to the church and/or community.

Any group which is refused use of the building shall be informed of the decision-making process upon request. In the case that the building use request is denied, the person requesting the use of space may appeal to the Board of Directors.

The fees shall be assigned following the fee schedules, consulting with the Church Administrator, if necessary.

It is our intention that no person whose family has a voting status or is a pledging friend shall be expected to pay a building use amount, other than an Audio-Visual Technician fee, Musician fees, and/or Ministerial fee for a wedding, commitment service, child dedication, funeral or memorial service or memorial reception. However, if the building is being used by a member or pledging friend to commemorate a personal milestone (i.e., 50th wedding anniversary, retirement, etc.), then building use fees would be charged (see policy #101 for building fees). Please note, if the event you are holding requires Ministerial or Music services, UUC affiliated Ministers and Music Directors are granted first-right-of-refusal.

#### General Building Usage Guidelines

**USE OF FACILITIES:** Use of premises is restricted to only those indoor and outdoor facilities and those times which are specified on the Building Rental Application. Use of the facilities **MUST BE TERMINATED AT THE AGREED UPON TIME** to accommodate the church official who is assigned to close and secure the building at the conclusion of the event. Late departures will result in forfeiture of part or all of the deposit.

**INDEMNITY:** The renter(s) acknowledges that an inspection of the premises will be made in order to ascertain that the premises are in a good and safe condition for the use proposed in the Rental Application, and will accept the premises as is without warranty, express or implied. The Renter shall save harmless and indemnify the church, its offices, agents, and employees from any and all losses, liabilities, inquiries, and claims arising out of the Renter's use and occupancy according to this agreement, except claims for injuries to persons or damage to property caused by the gross negligence of or willful misconduct of the church, its officers, agents, and employees.

**NON-DISCRIMINATION POLICY:** The church requires that any group or organization that wishes to rent/use Church facilities operate with a non-discrimination policy that includes gender, age, race, national origin, disability and sexual orientation. A signature is required of an officer or contact person of the group or organization requesting facilities attesting to this policy. If a local group is part of a larger organization that has an exclusionary policy, the local group can be eligible to rent/use Church facilities if it submits to the Church a written statement that it does not follow the exclusionary policy.

**PUBLICITY:** The church name may not be used as the sponsoring organization in any advertising or promotional literature for your event, unless it is an official Unitarian Universalist Church event. The church phone number may not be published as the number to call for further information about your event.

**FEES:** Please refer to the Building Usage Fees document, #101.

**TIME LIMITATIONS:** No reservations will be accepted before 2:00PM on Sundays. All people and groups using the building are asked to leave by 11:00PM. Exceptions to this policy may be requested when the Building Use Request form is filed in the office and must be approved.

**USE OF KITCHEN:** Coffee pots, sink, silverware, dishes, use of freezer, refrigerator, or microwave is available. Information on fees is available from the office. It is expected that the kitchen must be left in the clean condition (this including any trash that your party accumulates) in which it is found and that any equipment malfunctioning or breakage will be reported immediately to the church office.

**TABLE USAGE:** Tables are available for use. All tables must be wiped clean, folded, and returned to their original location upon completion of usage.

**EQUIPMENT:** Church audio-visual equipment may not be used by outside groups. An audio-visual technician may be available by request. An additional fee will be required for this. Renters may be granted permission to use the piano at an additional charge. No food or beverages are to be placed on the instrument. The church's current Director of Music is granted first-right-of-refusal for any piano usage.

**CHILDCARE ROOMS:** For groups needing space for childcare rooms, please indicate such on the Building Rental Application. The maximum number of children to be accommodated is fifteen, with two supervisors. No person under the age of 18 years may be solely providing childcare.

Expendable materials such as crayons, paint, etc. must be provided by groups using babysitting rooms. Toys and other permanent play equipment in the rooms may be used but they must not be taken from the room nor should equipment be removed from other church schoolrooms. (if equipment breaks, person using it must replace it)

**RESTORATION OF PREMISES:** Premises and equipment must be left in the same condition as when the event began. If the church has set up chairs and tables for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. Renters are to assume full responsibility for repairs required to restore to original condition. Decorations or other materials may be placed on walls and windows only with materials that do not damage or mark said surfaces, and all decorations are to be removed at the conclusion of the event. A checklist of premise restoration procedures is available for reference.

**ALCOHOL USE:** Use of alcohol must be requested at time of application. No alcoholic beverages may be sold, directly or indirectly, and no alcoholic beverages may be served to minors. No activity should be planned such that consumption of alcoholic beverages becomes the primary purpose of the gathering. The person/group requesting use of alcohol assumes responsibility for the conduct and behavior of all in attendance and for the adherence to these guidelines, and will be asked to sign the application to this

effect. Groups using the church facilities may be granted the privilege of serving alcoholic beverages. If this privilege is granted, the following policies must be observed (no exceptions):

- The host or host group sponsoring the activity on the church premises assumes all responsibility for observance and enforcement of the alcohol use policies;
- For non-church groups, the alcoholic beverages served are to be provided only by the host or host group;
- For public events (i.e., a New Year's Eve Party), all alcohol must be served by a licensed bartender;
- Concerning the serving of alcoholic beverages, a temporary beer and wine permit, and a temporary permit for bartenders is required for public events. Cost is currently \$25 for the permit and \$4 for each bartender;
- Only beer, wine, champagne, or punch may be served;
- Kegs are not permitted; beer may not be dispensed from kegs;
- When alcohol is being served, alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally prominent and attractive as the alcoholic beverages;
- Underage drinking, as defined by New York State Law, is prohibited and must be strictly enforced;
- Alcoholic beverages must be provided free of charge;
- Private parties held on church property may serve wine, beer, champagne, or punch in accordance with our Alcohol Use Policy, if permission is granted before the event.

(Note: Recycling is encouraged in the use of plastic, metal, or glass containers.

**SMOKING:** Smoking is prohibited anywhere in the building.

**USE OF ILLEGAL DRUGS:** Use of illegal drugs is prohibited anywhere on the church premises.

**ANIMALS:** Animals are not permitted in the building, except for seeing eye dogs.

**NOISE:** Noise must be kept within acceptable limits at all times so as not to disturb neighbors.

**EMERGENCIES:** In the event of emergencies, phone numbers are posted in the kitchen by the phone. There are also fire extinguishers in various places throughout the church. In case of fire or other life-threatening emergencies, call 9-1-1.

Church building use policies, regulations, and fees will be communicated to both church groups and outside groups as deemed appropriate.

By signing the Building Rental Agreement, you agree to adhere to ALL above stated rules and regulations. Failure to comply with this agreement could result in consequences, including but not limited to the forfeiture all or part of the security deposit.

Name of Renter(s), Group Name: \_\_\_\_\_

Signature of Authorized Renter(s): \_\_\_\_\_

Date: \_\_\_\_\_