

Unitarian Universalist Church of Minnetonka

BUILDING USE POLICY AND PROCEDURES

POLICY:

Statement of Purpose:

This document sets forth the policies, procedures, responsibilities and terms of agreement relating to the use of Unitarian Universalist Church of Minnetonka (hereafter known as UUCM) property and facilities in order to provide space for meetings and programs compatible with the ministry and purpose of this church and the wider Unitarian Universalist Church. Because we are a religious organization of people who embrace shared principles (namely the Seven Principles of the Unitarian Universalist Association) and who hold to a declared mission, we offer the use of our building only for events that do not violate those principles and mission. All individuals and groups requesting rentals must demonstrate their agreement to this policy by their signature on the rental agreement. The Administrator reserves the right to deny any building use request. In this way we seek to maintain our integrity to our Policy of Statement of Purpose.

PROCEDURES:

Scheduling:

Use of church facilities must be requested by completing a Building Use Request form (see Page 6) and submitted to the Office Administrator who maintains the official church calendar. Events with conflicting times shall be prioritized. (See priorities of use under *Rules of Use* below).

Rules of Use:

1. A signed contract is required for all rentals.
2. Categories of Use:
 - a. Worship use.
 - b. Board of Trustees, Church Council, Music, Choir, Staff, and committee member use.
 - c. Member sponsored nonprofit events.
 - d. Nonprofit organizations that are in alignment with mission and vision of UUCM. (A Fee may be applicable – see **Fee Schedule** section below.)
 - e. Non-member events that are in alignment with mission and vision of UUCM. (A Fee may be applicable – see **Fee Schedule** section below.)

3. Priorities of Use (Emergency and Regularly scheduled, recurring events have the first priority):
 - a. Worship.
 - b. Ministry Functions.
 - c. Religious Education:
 - I. Classes
 - II. Program Activities
 - III. Extra-curricular Activities (other than conferences).
 - d. Church Board, Council, Music and Choir Rehearsals, and Staff Meetings.
 - e. Church Ministries/Church Members:
 - I. Church Ministry Committees
 - II. Weddings, Memorial Services and other customary rites of passage celebrated by the church (i.e. Coming of Age Services).
 - III. Social Justice and fundraising events.
 - IV. Music/Choir Directors' private lessons.
 - f. Other Member-sponsored events such as concerts or non-incoming generating use.
 - g. Other affiliated organizations.
4. Impermissible Uses:
 - a. Groups that are in conflict with the purpose and mission of UUCM.
 - b. Non-member uses for the sole gain of profit.
5. Non-UUCM groups requesting to rent facilities for an extended period of substantial use shall furnish evidence of Public Liability Insurance in amounts of not less than \$500,000 combined single use limit. Unitarian Universalist Church of Minnetonka shall be named in the policy as an Additional Insurance and a Certificate of Insurance shall be furnished to the church office following approval of the application.
6. Non-UUCM groups renting the facilities must also complete a Church Usage and Hold Harmless Agreement (contact the office for a copy).
7. Event Coordinator: A staff Event Coordinator who has been trained in facilities, emergency procedures, etc. is required for weddings, memorials, conferences, and most large meetings. The fee for an event coordinator is \$25 per hour with a minimum of 2 hours.
8. Building Use Rental Request Form: The Building Use Request Form (page 6) must be completed and submitted to the church office. A form will have an automatic initial response that ONLY confirms the request has been received, but not yet acted upon. Completion and submission of this form does NOT insure granting of space. *When the request has been approved and placed on the Church calendar, a confirmation email will be sent stating the request has been fulfilled or notice that the requested facilities are not available.* If a confirmation or notice is not received within seven days, please call the church office.

9. Facilities Rental Agreement and Reservation Form: Upon confirmation of event being approved and scheduled (see #8 above), renter shall complete a *Facilities Rental Agreement and Reservation Form* and submit to office with appropriate payments.

Responsibilities of Use:

- a. **Entry.** Keys or access codes for off-hour's events will be arranged with the Office Administrator.
- b. **Insurance.** All non-member organizations and individuals contracting for building use are required to provide proof of sufficient insurance coverage as a condition of using the building. Professional caterers hired for events must have liability insurance.
- c. **Conduct.** All persons and groups using church facilities shall be restricted to the areas requested and approved for use and shall comply with all rules of responsibility set forth herein.
- d. **Sound System.** May not be used without a member of the UUCM Sound Tech Team being present and operating the equipment unless other arrangements have been made and approved. Fees for Sound System Techs are listed on the fee schedule. Noise must be kept at a reasonable level with respect for the neighborhood.
- e. **Piano.** The piano may not be used unless by written permission from the Music Director.
- f. **Use of Alcohol.** Alcohol may not be consumed by anyone under the age of 21 years per Minnesota law. Alcohol (wine and beer only) may only be consumed as part of a "bring your own bottle" event, whereby the consumer serves themselves with their own beverage. A 1-day Temporary Liquor License permit is required from the City of Wayzata for self-served alcoholic beverages (wine and beer), said permit usually takes seven/eight weeks prior to process with the City. The permit costs \$25. The permit must be posted at the time of the event. Under no circumstances can alcohol be served or sold on the premises; however alcohol may be served at a catered event through the caterer who holds all the necessary permits.
- g. **Use of Kitchen:** The kitchen facilities are available for use, if agreed upon in the rental contract. Use of the kitchen includes use of all equipment and appliances.
 - i. Renters must supply their own:
 1. Food and beverage products, including coffee, tea, sugar, cream, etc.
 2. Tablecloths and napkins.
 - ii. All kitchen items belonging to UUCM are to be properly washed and stored. Instructions for use of the dishwasher are posted in the kitchen on the dishwasher.
 - iii. All garbage is to be removed from the building and placed in the dumpster in the trash enclosure.
 - iv. All kitchen surfaces are to be sanitized.
 - v. All spills are to be wiped up from the floor.
 - vi. Any food temporarily stored in refrigerators must be removed at the end of the event.
- h. **Children.** Groups composed of minors shall be supervised by one adult (21 years of age or older) per each fifteen (15) juveniles at all times while using the facilities.

- i. **Animals.** No animals are permitted indoors except for seeing-eye dogs and similar canine assistants.
- j. **Safety.** Exits must not be blocked at any time. Recommended maximum capacity is 200. Weapons, obscene language, illicit drugs, fireworks and disorderly conduct are prohibited.
- k. **Damage.** Do not attach, remove or damage anything on the walls of any room. Users assume liability for damage and must report such damage immediately to Church office within 24 hours after its occurrence. Costs to repair damage will be charged to Renter.
- l. **Smoking.** UUCM is a NO-SMOKING facility. Smoking is not allowed on the premises, inside or outside.
- m. **Parking.** Parking is in the parking lots, both upper and lower with specific spaces for disabled persons on the upper level, with a drop-off point in the front of the building. If more than 65 cars are expected for an event, then the Event Coordinator or Facilities Ministry should be contacted to discuss options for parking more cars on site.
- n. **Clean-up.** All groups will provide for their own general cleanup. All cleanups must occur within specified use or rental time. Failure to adequately clean up, turn down heat or turn off lights will result in an extra charge. All garbage and recycling must be bagged and put into outside receptacles. All equipment and furniture are to be returned to their proper place.
- o. **Repeat Use.** The Church reserves the right to limit the use of the facilities and the number of uses by any one group so that the entire community may make use of the limited available facilities.
- p. **Care.** Multiple and/or repeat reservations of any given group will be contingent upon their appropriate care of the facility and observance of approved rules and regulations.
- q. **Storage.** Due to limited space, there shall be no overnight storage of equipment and supplies, unless specifically negotiated and paid for.
- r. **Decorations.** All decorations and signage are the responsibility of Facility Ministry. No decorations or signs shall be permitted to be hung, taped, tacked or nailed to any walls, windows, ceiling or fixtures without prior approval. No decorations may be used to block the entry/exit locations or signs.
- s. **Lost Items:** It is the responsibility of the renter to ensure all items are removed upon conclusion of the event. UUCM does not assume responsibility for any lost or misplaced items prior to, during or after the reservation.
- t. **Saturday evening rentals.** Groups who use the facilities on Saturday evening have the responsibility to ensure the facilities are returned to normal conditions for Sunday morning services.
- u. **Other:** Birdseed, confetti, rice, rose petals and silly string are prohibited inside or outside the building.

RENTAL FEE SCHEDULE:

There is no fee charged for building use by Members for UUCM events. These are events organized by and held for the use of UUCM; it's Board, Staff, Ministries, and Congregation. These do not include private parties given by UUCM members and friends. There is no building use rental fee for weddings or memorial services for members other than musician's fees.

SPACE	TIME RENTED	FEE
Sanctuary – can accommodate up to 200 persons	Up to 4 hours	\$300
	Full day	\$500
Community Room (includes use of kitchen)	Up to 4 hours	\$100
	Full day	\$200
Individual lower level rooms	Up to 4 hours	\$30
Entire church building use	Up to 4 hours	\$500
	Full day	\$750
Cleaning Fees (main level)		\$100
Cleaning Fees (entire building)		\$200
Event Coordinator		\$25 per hour
Sound System Tech		\$50 first hour \$15 subsequent ½ hour

A copy of the **Facilities Rental Agreement and Reservation** Form is attached hereto.

Unitarian Universalist Church of Minnetonka
2030 Wayzata Blvd East, Wayzata, MN 55391
Tel: 952.473.5900 | email: office@uucmtka.org | www.uucmtka.org

BUILDING USE RENTAL REQUEST FORM

Applicant: _____
(Individual responsible for fees and use of space; also referred to as renter).

Phone: (H) _____ (C) _____ Event Date and Time: _____

Organization (if applicable) _____ Purpose of Rental: _____

Address: _____ Est. Attendance: _____

City, Zip: _____ Email Address: _____

Alternate Contact: _____ Relationship: _____

Phone: (H) _____ (C) _____ Address: _____

Do you plan to serve food or drink using the kitchen? Yes No

Do you plan to have alcohol? Yes No Will you use a caterer? Yes No

BUILDING USE POLICY AGREEMENT

I certify that I have read, understand and agree to the terms set forth in this policy. I further certify that I have received a copy of this policy.

Scheduling is on a first come, first served basis. A non-refundable rental deposit of \$50 is required to reserve the space. One half of fee is due with completed **Facilities Rental Agreement and Reservation Form** along with refundable damage deposit (non-UUCM events); remaining rental fees are due at time of event. Checks should be made out to the Unitarian Universalist Church of Minnetonka. Renters to adhere to the Rules and Responsibilities of Use stated herein.

Signature: _____ Date _____

Print name: _____

Organization: _____

APPROVED by _____ Date _____

On behalf of UUCM