



UUFE Facility Use Policy
of the
Unitarian Universalist Fellowship of Elkhart

Adopted March 8, 2023

PURPOSE: *Unitarian Universalist Fellowship of Elkhart (UUFE) wishes to serve the community as a center for cultural, educational and spiritual life of the community. Therefore, it is the policy of UUFE to make its building facilities available to individuals and groups in the community that seek to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations or other activities that are compatible with Unitarian Universalism principles, our mission statement and other church policies. Such activities shall be sponsored by a responsible citizen or a group of responsible citizens and pertain to the general welfare of the community.*

A. THE UUFE BOARD OF TRUSTEES MAY ALLOW THE USE OF CONGREGATION'S PROPERTY BY:

1. Individuals
2. Special Interest Groups - organizations which include members of UUFE and whose purposes and intentions it finds to be in sympathy with the principles of the Unitarian Universalist Association. The board may terminate such recognition upon finding that the organization no longer meets these qualifications.
3. Good Neighbor organizations - those organizations independently constituted and operated groups whose purposes and intentions it finds to be in sympathy with the principles of the Unitarian Universalist Association. The board may terminate such recognition upon finding that the organization no longer meets these qualifications.

UUFE shall neither exercise control over nor assume responsibility for the programs, activities, or finances of any Special Interest Groups or Good Neighbor organizations.

B. FACILITY USE PRIORITY:

1. The congregation's programming needs will have highest priority for building space
2. Next priority would include those groups with which the congregation has had long term agreements
3. Approval for use of the church's facilities on one occasion does not guarantee approval for use in the future

C. APPLICATION AND FEES:

1. Requests for use of space in the church building must be in writing on a Facilities Use Agreement (Appendix A) and signed by a responsible person who represents the requesting group.
2. The person booking the event is responsible for the conduct of the participants, as well as any damages to the building, equipment, or grounds. The Board of Trustees may require the group to provide insurance to cover congregational facilities and property during your event.
3. The church is not responsible for personal articles or valuables brought into the church. When art objects and/or musical instruments and any other items of value are brought into the church the owners must carry their own property insurance.
4. Applications may be waived for church related activities or use by UUFE voting members providing they do their own set-up and clean-up.
5. Further, rental fees for Rites of Passage –i.e., weddings, commitment services, services of union, memorial services– for UUFE members who have made financial payments toward a pledge to the congregation for at least six months are eligible to be waived.
6. Use by Social Justice Groups whose activities relate directly to the social concerns of UUFE may be permitted use of the facilities at a reduced rate provided they do their own set-up and clean-up and with approval by the Board of Trustees.
7. Rates for long-term rentals, (consistent use on regular basis) may be negotiated on individual basis by the Board of Trustees.
8. The Board of Trustees may waive aspects of the existing Facilities Use policy to groups that have been denied the right of assembly at other locations and would be unable to meet some portion of our policy, i.e., inability to pay. Assuming there is no conflict of interest with our religious beliefs, the Board may authorize a group to use the facilities under special circumstances in order to protect the group's freedom of assembly. If a group qualifies for this exception, the President should be contacted and consideration of the request be placed on the agenda for the next regularly scheduled Board of Trustees meeting.
9. Fees and the Facility Use Agreement/Policy will be determined by UUFE's Board of Trustees and may be reviewed and amended from time to time at the Board's discretion.
10. UUFE Board of Trustees reserves the right to deny rental to groups or individuals that espouse a belief that is in conflict with the congregation's tenets.

D. GENERAL GUIDELINES/PROCEDURES:

1. Smoking is not permitted in **ANY** part of the church building and grounds.
2. Alcohol may be served and available during leased period only if prior permission is granted by Lessor.
3. A Damage/Security Deposit will be requested of users of the facility. Deposits will be returned promptly if no damage or breach of security occurs and if cleanup is satisfactory. The deposit may be retained fully or in part if there is damage, breach of security or inadequate cleanup. Costs in excess of the deposit will be the responsibility of the user group or individual and will be requested accordingly.
4. Safety - persons responsible for hosting an activity on the church premises will be given written information concerning the location of the first aid kits and fire extinguishers and instructions for responding to fire and other emergencies.

5. Liability - a Release of Liability Form is included on the Facilities Use Agreement. Signing to this form affirms the acceptance of the provisions of that Release. No person or group may occupy the church facilities without signing the Release.
6. Publicity - Use of UUFE's name in advertising shall not be permitted for other than listing the location of the event and in such a manner that the Church cannot be construed as sponsoring such event unless it is an "official" Unitarian Universalist Congregation event.
7. Possession and/or use of controlled substances and/or firearms and dangerous weapons is prohibited on all church property
8. Childcare - if renters are using a portion of the facilities for childcare, no person under age of 18 may be solely providing that childcare. Children must be supervised at all times, especially when the playground is used. Children under age of 18 years must be supervised by an adult at all times.
9. Use of kitchen - Use of the kitchen may include all equipment and appliances in the kitchen. Renters are to bring their own comestibles, including coffee, tea, sugar, cream, etc. Renters are to supply their own tablecloths and napkins. All dishes belonging to the church are to be washed and put away. Instructions for use of the dishwasher are posted in the kitchen. All garbage is to be removed from the premises - trash bags will be provided. Any food placed in the refrigerator or freezer by renters must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor and tables. Recycling is strongly encouraged. Please use recyclable materials and use our recycling bins in the kitchen area.
10. Care of facilities - Renters should be particularly cautious with food and beverages to avoid spills on the carpets. If spills do occur, they are to be immediately wiped up. Disregard for care of the carpets will subject deposit to forfeiture. No food or drink is to EVER be placed on the piano. Candles are to be used only with advance permission and only in fireproof containers. Any decorations used near candles must be fireproof. Protection must be used so as to prevent candle wax from spilling on the carpet. Bird seed is the only allowable material that may be thrown (in outside areas only) at weddings. Rice, metallic confetti, glitter and spray confetti are not permitted.
11. Animals are not permitted in the building, except for service dogs.
12. Noise - noise must be kept within acceptable limits at all times so as not to disturb neighbors.
13. Facilities used - Use of premises is restricted to only those indoor and outdoor facilities and to those times which are specified in the Lease Agreement. Use of the facilities MUST BE TERMINATED AT THE AGREED UPON TIME to accommodate the church official who is 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.
14. Restoration of premises - Leave premises and equipment in the same condition as when your event began.
15. If the congregation 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 not be placed on walls, windows or furnishings without prior approval. All decorations are to be removed at the conclusion of the event.
16. Violations of Elkhart city ordinances are subject to forfeiture of deposit.

FACILITIES USE AGREEMENT - Appendix A

THIS AGREEMENT is entered into on _____20__ by and between The Unitarian Universalist Fellowship of Elkhart, Indiana (UUFE), Lessor, and:

Name: _____

Address: _____

Phone: _____

Hereafter referred to as Lessee.

Requested lease of premises for:

Type of Event: _____

Date(s) and Time(s): _____ Approximate Number Attendees: _____

In consideration of the amounts specified below, the parties hereto agree that the Lessee may use the following premises belonging to the Lessor located at 1732 Garden Street, Elkhart, Indiana. (Lessee, please mark initials below in the blank(s) adjacent to facilities and equipment to be used.

Meeting Room/Sanctuary: _____ Gathering Place: _____ Kitchen: _____

Downstairs Room: _____ Playground: _____

Audio equipment/technician: _____ Piano use Security Deposit: _____

Other (Please specify): _____

Total Rental Cost including Deposit: _____

Use of the premises is subject to the following conditions:

1. Lessee shall comply with all laws and regulations of any and all public authorities respecting the use of the leased premises and will comply with all directions of Lessor's appointed representative.
2. Lessee (severally and jointly) shall be corporately and personally responsible for any damage caused by use of the premises.
3. Lessee agrees that no alcoholic beverages will be served or available during the leased period unless prior permission is granted by Lessor, and Lessee agrees to hold Lessor harmless for any damages or liabilities of any kind that result from the use or consumption of such beverages by any or all persons relative to this Agreement, including the costs of defending Lessor in any action that may relate directly or indirectly to the use of the leased premises and/or any damages that may be assessed against Lessor in such actions.

Permission requested to serve alcoholic beverages? _____

Permission granted to serve alcoholic beverages? _____

4. Lessee will not make any unlawful, improper or offensive use of premises; nor permit any objectionable noise; nor permit anything to be done upon or about the premises to create a nuisance; nor permit any controlled substance on or about the premises; nor remove any interior decoration from the premises without prior permission of Lessor. Lessee will not display flyers or advertisements without approval by Lessor.

5. In the event of suit or other legal action against Lessor, its trustees, officers, employees, or assignees, which may result from the leasing of the premises, Lessee agrees to defend and indemnify Lessor for all damages and costs incurred by Lessor.
6. Lessee agrees to submit to Lessor a security deposit in the amount of \$ 200.00 at the time of the signing of this Agreement. This deposit will be subject to forfeiture upon cancellation of this Agreement unless such cancellation occurs at least 30 days prior to the date of the event. Lessee agrees that this deposit is forfeitable should any use of the premises by Lessee or his/her guests or attendees, violate this Agreement. Lessor agrees to refund the deposit within 30 days of the date(s) the premises are leased except for such amount that, in the sole opinion of Lessor, are compensation, in whole or in part, for damage to the premises or use of the premises. Lessee agrees that, if this deposit is not sufficient to pay for such costs, he/she will pay Lessor within 120 days any additional amounts for which Lessee is liable under the terms of this Agreement.
7. Lessee agrees to pay Lessor a rental fee of \$ _____ for use of the premises at least 30 days prior to the date of use of the premises. Should Lessee request cancellation of this Agreement less than 30 days prior to the date of the event, Lessee agrees that this rental fee is subject to forfeit.
8. Lessee has received and read a copy of Rental Policies and Guidelines and agrees to abide by same and understands that FAILURE TO ADHERE TO THESE POLICIES AND GUIDELINES WILL RESULT IN FORFEITURE OF THE DEPOSIT.
9. All plans to decorate the facilities have been approved by: _____

IN WITNESS WHEREOF, the parties have executed this Agreement and any signature(s) being by authority of the persons or proper governing body of the organization.

LESSEE: (Please print signer's name) _____

Signed: _____ Date _____

LESSOR: (Please print signer's name) _____

Signed: _____ Date _____

Trustee/Representative for the Unitarian Universalist Fellowship of Elkhart, Indiana.

UUFU PROPERTY RENTAL FEE SCHEDULE - Appendix B

Small events, as meeting or wedding ceremony (without reception)

	Non-member	Member*
Meeting Room/Sanctuary-up to 3hrs.	\$250.00	\$50.00
Gathering Room-up to 3 hrs.	\$250.00	\$50.00
Each additional hour either room	\$50.00	\$10.00
Forum Room or room downstairs from Meeting Room	\$30.00	\$10.00
Kitchen - low use	\$25.00	\$5.00

Large events as wedding with reception

	Non-member	Member*
Meeting Room/Sanctuary AND Gathering room-up to 7 hrs	\$600.00	\$100.00
Forum Room or room downstairs from Meeting Room	\$30.00	\$10.00
Kitchen - Low use**	\$45.00	\$10.00
High use***	\$125.00	\$25.00

ALL event rentals:

	Non-member	Member*
Refundable Security Deposit	\$200.00	\$50.00
Piano Use	\$50.00	\$20.00
Sound System Use/Sound Technician	\$50.00/hour	\$15.00

The rental fee includes use of the parking lots, playground, indoor space and restrooms, use of tables and chairs, as well as kitchen dishes and flatware. Items not available for use or rental include: office or its equipment, library, sanctuary chalice, church's cloth or disposable tablecloths or napkins, church's candles, church's disposable plates, cups and flatware.

Contracted rental time includes setup and breakdown time for the caterer.

The security deposit is due when the rental contract or lease agreement is signed. The rental fee is due 30 days prior to the event.

*Member fee schedule applies only for non-profit events. For events at which an admission fee is charged, the rental fee may include a percentage of admission fees.

**Low use - serving of coffee, tea, light refreshment, minimal refreshment

***High use - use of all aspects of the kitchen for refreshments through the day and meal preparation and serving.