

Facilities User: Retain this copy of our Facilities Use Policy for your reference.

FACILITIES USE POLICY

Unitarian Universalist Church of Bloomington

2120 N. Fee Lane Bloomington, IN. 47408 812-332-3695

PURPOSE

The congregation of the Unitarian Universalist Church of Bloomington wishes to serve the community by sharing its resources with nonprofit organizations, service groups, and individuals whose activities are compatible with the goals and principles of Unitarian Universalism. Our policies are intended to be fair and, hopefully, will enlist the cooperation and responsibility of all who wish to use our facilities. To avoid misunderstandings, these policies should be read thoroughly by those requesting the use of our church's facilities.

GENERAL RULES

1. Facilities Use Policy is determined by the Church's Board of Directors, and may be reviewed and amended from time to time at the Board's discretion.
2. Implementation of the Facilities Use Policy will be done through the church office by the Church Administrator. No written policy can anticipate all possible needs, conflicts, or problems. Therefore, the Church Administrator is given considerable discretion to apply this policy in a fair, prudent, and practical manner and he/she can rely on the guidance of the church's Board and Minister.
3. Priority - The congregation's programming needs will have the highest priority for building space. Next in priority would include those groups with which the congregation has had long term agreements. Non-members may not reserve space earlier than four months in advance.
4. Approval for use of the church's facilities on one occasion does not guarantee approval for use in the future.
5. Application - Requests for use of space in the church building must be in writing on a Facilities Use Agreement (Exhibit A) and signed by a responsible person who represents the requesting group. Applications may be waived for church related activities.
6. Fees - The Unitarian Universalist Church of Bloomington is a Not-for-Profit Religious Corporation and does not wish to benefit financially from those who use its facilities. However, in the interest of fairness to the church membership, donations may be requested to help share the costs of utilities, maintenance, and general wear and tear.
7. Smoking is not allowed in any part of the church building.
8. Alcohol use may be permitted and use must conform to the Alcohol Use Policy (Exhibit C).
9. Use by Social Justice Groups - Certain service groups whose activities relate directly to the social concerns of our church may be permitted use of the facilities at a reduced rate provided they do their own set-up and clean-up. A liaison officer of the Board, in consultation with the Social Justice Coordinating Council of the church, has the discretion to decide which groups are in this category. The Board should be informed and updated as these decisions are made.
10. Members' Rites of Passage - There is no charge to members of the church for use of space for rites of passage.
11. Saturdays - All non-church activities or receptions must end by 6:00 p.m. on Saturdays to allow time for clean-up and set-up for use on Sunday.
12. Daily Use - Ongoing daily use by non-church groups of portions of the building will not be allowed.
13. Use of meeting room (sanctuary) - Respect for the beauty and value of the meeting room is encouraged for all who enter. Non-church users of the facility are requested not to bring food or drink into the meeting room. Individuals in church activities are discouraged from bringing food or drink into the meeting room. Activities involving food and drink in the meeting room must be approved by the Administrator in consultation with the Executive Committee.
14. A Damage/Security Deposit will be requested of users of the facility (Exhibit B). 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.
15. Safety - Persons responsible for hosting an activity on the church premises will be given written information concerning the location of first aid kits and fire extinguishers, and instructions for responding to fire and other emergencies.
16. Liability - A Release of Liability Form is included on the Facilities Use Agreement. Signing of this form affirms the acceptance of the provisions of that Release. No person or group may occupy the church facilities without signing the Release.

17. Use of Church's Name in Advertising - A non-church group using our facility shall not use the Church's name for other than listing the location of the event, and in such a manner that the Church cannot be construed as sponsoring such event.

General Rules Fac Use 99.doc

12/18/98

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GUIDELINES FOR USER GROUPS

We are proud of our facilities and we're happy to share them with you. In return, we ask that you be respectful in the use of the Church's building and property.

1. Application - Persons or organizations who wish to request the use of space within the Church's building should first read the Facilities Use Policy. A Facilities Use Agreement must be completed which will specify the name and purpose of the organization, the room(s) requested, as well as other pertinent data. Any donations, damage/security deposits, or key deposits are requested to be paid in order to confirm the facilities reservation.
2. Responsible Person - The person who signs the agreement acknowledges that he/she will be in attendance at the requested activity and will be responsible for building security.
3. Access into the building must be through the main entrances (lower floor) only.
4. Use of the building is limited to those rooms specified in the Facilities Use Agreement, plus hallways and restrooms.
5. Use of furniture (other than tables and chairs) or equipment (such as sound system, piano, harpsichord, or toys) is not permitted unless specified in the Facilities Use Agreement. Furniture must be replaced after any rearrangement.
6. No posters or signs can be attached to the walls. Be particularly careful of any artworks which may be displayed in Church rooms. No removal or rearrangement of art objects is permitted without permission.
7. Keys may be loaned to after-hours users of the building. A key deposit is required which is refundable when the key is returned. Keys must be returned within 48 hours from the date of use.
8. Building Security Policy - Before leaving, all interior lights must be turned off. Each group using the facility will be required to sign out at the door, verifying that they have secured the building before leaving. Attached to the Sign-out Sheet (Exhibit D) will be detailed instructions along with a floor plan. We believe that this procedure will provide the best defense against security negligence.

Security - Non Church Groups

- a. A Damage/Security Deposit is required from each group.
- b. This deposit will be forfeited the first time the group fails to meet its security responsibilities and a second deposit must be made for continued use of the facility.
- c. A second violation will result in loss of the second deposit and denial of use of the facility for six months.

Security - Church Groups

- a. A Damage/Security Deposit will not be required
- b. The first failure by a Church group to meet its security responsibilities will result in a written reprimand and warning from the Board.
- c. With a second violation, the group will be denied use of the facility for six months and will be required to submit to the Board a written explanation for their carelessness.
9. Children and youth (under 18yrs) must be under responsible adult supervision at all times. For safety reasons, we recommend two supervising adults for children under 14 years of age.
10. Smoking is not allowed within the building.
11. Non-church groups may not bring food or drink into the meeting room. Groups sponsoring church activities that want to use food or drink in the meeting room must obtain approval from the Administrator.
12. Consumption of Alcoholic beverages is not allowed unless specifically approved by the Facilities Use Agreement, subject to our Alcohol Use Policy (Exhibit C).
13. Recycling is encouraged whenever food or beverages are served. Disposable plastic foam products are specifically discouraged.
14. Storage - User groups may not store any items on Church property without special permission. Also, the Church is not responsible for any items of property that may be left by user groups.

15. Advertising - Non-church groups cannot use the Church's name in advertising except for listing the location of the event, and in such a manner that the Church cannot be construed as sponsoring the event.
16. Janitorial Services are not included in the requested donation for use of the building. If help with set-up or clean-up is desired, this can be arranged on a cost (hourly) basis.
17. Parking is restricted to areas designated for that purpose.
Parking on the right-of-way on Fee Lane is prohibited by law.
18. EMERGENCIES
 - a. First Aid Kits (three) are located in the Kitchen, the Church office, and in the upstairs workroom. Notify the Church office if a Kit is used so that it can be replenished. Use of a First Aid Kit should not be substituted for necessary professional medical care.
 - b. There are several Fire Extinguishers located throughout the building. Familiarize yourself with these locations:
Lower Level - Meeting room, Kitchen, Social Hall, west hallway by the restrooms.
Upper Level - Library, Workroom, RE kitchenette at the east end of the hallway.
 - c. In case of Fire:
 - (1) Phones are located in the Kitchen and in the lower level hallway near the restrooms, and in the Church office.
 - (2) Dial 911 to report the fire. Stay on the line to give location and other pertinent details.
 - (3) Alert others to vacate the building.
 - (4) After the emergency has been cared for by the fire- fighters, notify a Church officer. Their names and phone numbers will be listed by each phone.
 - d. Ambulance - Dial 911
 - e. Other Emergencies - Such as storm damage, flooding, vandalism, etc. Please notify a Church officer as above.
 - f. Malfunctions of lights, plumbing, heating, etc. should be noted on the Sign-out Sheet before leaving the building.

User Guidelines 99.doc

General Rules & User Guidelines Fac Use 99.doc

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