

First Unitarian Universalist Church of Berks County Church Usage Policies and Procedures

Policy: It is within the principles and objectives of the First Unitarian Universalist Church of Berks County (“Church”) to provide the opportunity for community organizations and individuals with compatible objectives to use on a per diem or other approved period of time, space at the Church. It is also the policy of the Board of Directors (“Board”) to permit usage to members of the Church community for special events such as weddings, memorials, committee events, and other approved activities.

Procedures:

1. In response to an inquiry about renting space, an applicant will receive copies of the: “Building Use Application,” “Hold Harmless Agreement,” “Categories of Use/Fee Schedule,” “Church Rental Procedures,” and “Rules and Regulations for Church Use.”
2. Applicant must complete and sign all of the above forms and submit them to the office at least one month prior to the date and time requested and at least two weeks prior to the next regularly scheduled Board meeting if Board approval is required.
3. The application will be approved by either the minister or the Board.
4. One-time use applications with or without a fee waiver request are subject to approval by the minister. Recurring rental requests are subject to approval by the Board. In the minister’s absence, an officer of the board is authorized to approve a one-time use application.
5. Arrangements for the services of the Church Minister to perform rites of passage such as weddings, funerals, and other special events should be made with the minister prior to completing an application.
6. Once reviewed, the Office Manager will schedule a gatekeeper for the event. If an approved gatekeeper is not available, the application may be rejected even if all other criteria are satisfactory. If this is the case, the organization or individual will be notified of the reason for rejection. In the case of member rentals, the member applicant may apply to also be the gatekeeper.
7. Individuals or organizations requesting a fee waiver need a Church member sponsor to act as the person responsible for ensuring all policies are adhered to. This sponsor may or may not be the assigned gatekeeper. In cases where a different gatekeeper is needed, there may be a fee for this service even if the rental fee for the space is waived.

8. Individuals or organizations requesting a fee waiver may be required to have a representative present at the Board meeting and respond to any Board questions regarding the intent and usage request. The decision of the Board is final.
9. If no space is available, notification will take place within one week of the application being received. Applications needing approval from the minister and a gatekeeper will be notified of a decision within ten days of the application being received. Applications needing Board approval will be notified of a decision within one week following the regularly scheduled Board meeting.
10. Upon notification of acceptance, the approved applicant must pay a deposit and/or security fee as outlined in the “Categories of Use” schedule. The remaining rental fee payment must be received one week prior to the scheduled event.
11. Upon notification of acceptance, the approved applicant will be provided with a copy of the approved and signed application.
12. Rentals are on a first-come, first serve basis. Church members requesting space for approved functions will have priority over community-related requests that are submitted at the same time.

Adopted: 7/10/07

Rules and Regulations for Church Use
First Unitarian Universalist Church of Berks County

1. The Office Manager will contact approved gatekeepers to determine the availability of one to open and close the church for non-member rentals.
2. For member rentals not requiring a gatekeeper, it is the responsibility of the member of the church to contact the Church Office Manager or Building Committee Chair to make arrangements to gain access to the Church and to return any borrowed keys.
3. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created by the use must be collected and placed in the dumpster at the rear of the Church.
4. For some events, special cleaning services with additional fees may be required as a condition for approval.
5. Applicants are responsible for any damages incurred and will be charged for repairs.
6. Applicants should familiarize themselves with the location and operation of the fire extinguishers prior to the start of the event.
7. If the kitchen is used, it is incumbent upon the applicant to turn off all appliances used and to leave the kitchen as they found it.
8. All food items must be supplied. Under no circumstances are kitchen pantry items to be used for non-church events.
9. There must be no use of any type of open flame, including but not limited to, candles, oil lamps, grills, or burning logs. Candles, if they are to be used, must be enclosed in a non-flammable container such as glass. Specific permission must be acquired if the applicant is using the Church sanctuary for a special activity and desires to use candles. This permission must be requested at the time of the application.
10. Alcoholic beverages and/or smoking are not permitted on any part of Church property. No pets allowed on premises.
11. No group, organization, or individual may fund raise, engage in any game of chance, or solicit or post signs espousing a political cause, party, or person.
12. Heat/AC controls should not be touched or changed by any user of the facility. The Building Committee will program the heat controls for the scheduled event, and the gatekeeper may adjust controls upon request.
13. Applicants must remain only in the areas requested and approved for use.
14. Parents/Guardians are at all times responsible for their children.

Applicant Signature: _____ Date: _____

Church Representative: _____ Date: _____

First Unitarian Universalist Church of Berks County
416 Franklin Street
Reading PA 19602-1019
(610) 372-0928

Building Use Application

Date: _____ Applicant Name: _____

Organization Name: _____

Address: _____

Phone: _____

Space Requested: _____

Date of Use: _____

Time of Use (please include time needed for set-up and break-down):

Arrival _____ Departure _____

Purpose: _____

Number of Persons Expected: _____

Audio-Visual Requests: _____

Person Responsible: _____

Addresses & Phone if different from above:

Church Member Sponsor, if applicable: _____

Phone Number: _____

Is Church Sponsor able to provide gatekeeper services? Yes _____ No _____

I agree to pay the rental fee for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature: _____ Date: _____

For Office Use Only

Application Received: Date _____ Office Manager's Initials _____

Gatekeeper Assigned: _____

Phone: _____

Authorized Approval: _____

Date: _____

Deposit Received: _____ Office Manager Initials: _____

Check Number: _____

Balance Received: _____ Office Manager Initials: _____

Check Number: _____

Application Denied: _____

Date: _____ Reason: _____

Building was returned to the condition in which it was received:

Gatekeeper Signature: _____

Date: _____

Security Deposit Returned:

Date: _____

Check #: _____

Adopted: 7/10/07

CHURCH USAGE AND HOLD HARMLESS AGREEMENT

I/We, the undersigned authorized representative/s of _____
(Name of Organization) of the city of _____, state of _____ shall be using the building and grounds of the First Unitarian Universalist Church of Berks County (hereafter referred to as "the Church") from _____ to _____ for the purpose of _____ (herein referred to as "the Activity.")

I/We understand and agree that neither the Church nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guest, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as, all appliances and fixtures in the Activity, I/We assume all risk in connection with participation in the Activity. I/We further release the Church, its trustees, employees, agents, or representatives for any damage which may occur while participating in the Activity. I/We further agree to same and hold harmless the Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. I/We also authorize the Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature: _____ Date: _____

Signature: _____ Date: _____

Adopted: 7/10/07

Categories of Use/Fee Schedule Non-Member Events

	Rental	Deposit	Security
<p>Sanctuary (accommodates 250) Includes a 1-2 hour rehearsal and/or a 1-3 hour ceremony up to a maximum of 3 hours. \$100/hour additional after the first 3 hours.</p>	\$350	\$100	\$25
<p>Gerber Room (accommodates 75) Additional security deposit of \$50 required Includes up to a maximum of 3 hours \$75/hour additional after the first 3 hours</p>	\$150	\$50	\$25
<p>Gerber Room with Kitchen Additional security deposit of \$100 required Includes up to a maximum of 3 hours \$125/hour additional after the first 3 hours</p>	\$250	\$75	\$100
<p>Upstairs Front (accommodates 25) This space is not handicapped accessible Includes up to a maximum of 2 hours \$35/hour additional after first 2 hours</p>	\$70	\$25	\$25

Deposits

Large Events may require additional security monies, to be determined by the Church. Security monies will be refunded within two weeks of the event, provided the facility is returned to the condition in which it was received. Regular Deposits are fully refundable if cancellation is received two weeks before scheduled event. Cancellations received less than two weeks in advance will result in a \$45 gatekeeper fee being deducted from refund monies (no refund on Upstairs Front rental).

Gatekeepers Fee

\$15/hour, min. of \$45 per event

A gatekeeper will be assigned for all non-member events that do not have a member sponsor that is also an approved gatekeeper. Hours are calculated from the time the building is opened for set-up to the time it is closed. For gatekeeper purposes, a wedding rehearsal and a wedding are considered separate events. The gatekeeper will open and close the building, orient guests to the facility, adjust heating controls and security devices as necessary, assist with A/V and answer questions. Set-up of table, chairs, and other items for the event are the responsibility of the renter. Cleaning is the renter's responsibility (see "Rules and Regulations").

Minister's Fee

Varies

Non-members requesting rites of passage (weddings, memorials, funerals, and child dedications) should consult with the minister regarding availability and fees.

Fee Waivers

Memorial Service: Fee may be waived at the minister's discretion.

Community Organizations: Groups whose philosophies are consistent with our UU principles and congregational goals may request a fee waiver for events for which no admission fee is being charged. A church member sponsor is required who is willing to supervise the group's use of the church. Please note any fee waiver requests on the Building Use Application and list the name and phone number of the church sponsor.

Adopted: 7/10/07

Categories of Use/Fee Schedule Member Events

<p>Sanctuary (accommodates 250) Includes a 1-2 hour rehearsal and/or a 1-3 hour ceremony up to a maximum of 3 hours. \$75/hour additional after the first 3 hours.</p>	<p>\$100 \$50 deposit to reserve</p>	
<p>Gerber Room (accommodates 75) Includes up to a maximum of 3 hours \$35/hour additional after the first 3 hours</p>	<p>\$35 up to 25 people \$75 for more than 25 people \$35 deposit to reserve</p>	
<p>Gerber Room with Kitchen Includes up to a maximum of 3 hours \$75/hour additional after the first 3 hours \$75/hour additional after the first 3 hours</p>	<p>\$75 up to 25 people \$100 for more than 25 people \$50 deposit to reserve</p>	
<p>Upstairs Front (accommodates 25) This space is not handicapped accessible Includes up to a maximum of 2 hours \$35/hour additional after first 2 hours</p>	<p>\$35</p>	<p>\$35</p>

Gatekeepers Fee \$15/hour, min. of \$45 per event

A gatekeeper may need to be assigned for member events that do not include an approved gatekeeper. Hours are calculated from the time the building is opened for set-up to the time it is closed. The gatekeeper will open and close the building, orient guests to the facility, adjust heating controls and security devices as necessary, assist with A/V and answer questions. Set-up of table, chairs, and other items for the event are the responsibility of the renter. Cleaning is the renter's responsibility (see "Rules and Regulations").

Rites of Passage

Members requesting rites of passage (weddings, memorials, funerals, and child dedications) should consult with the minister regarding availability of the minister and church. There is no fee for the minister or church building, but donations to the church are accepted. Ordinarily, a gatekeeper is not required when the minister is officiating at a rite of passage, however, should the minister determine one is needed due to the size or nature of the occasion, the gatekeepers fees as listed above will apply.

Individual-Sponsored Church-Wide Events

There are no fees for church-wide events. However, individuals wishing to organize a church-wide event should contact a committee chair or the minister to determine how that event can best be coordinated with the goals of the church and the annual calendar.

Committee-Sponsored Church-Wide Events:

There are no fees for church-wide events sponsored by committees, the minister, or the Board. Committees wishing to organize a church-wide event should contact the minister to determine how that event can best be coordinated with the goals of the church and the annual calendar.

Church-Sponsored Events with Fee Charged

Events sponsored by the minister, the board or by committees in which a fee is charged (as for an outside facilitator or performer) may request a “revenue share,” fee waiver, or fee deduction. The fees, deposits, and gatekeeper charges for such events shall be determined by the Board. Requests must be made at least one month prior to the date and time requested and at least two weeks prior to the next regularly scheduled Board meeting. A representative may be required to attend said Board meeting in order to answer questions regarding the event. The Board will notify applicant of approval or denial of the request within one week following the meeting. All Board decisions are final.

Other Waivers

Prohibitions against the use of alcohol and candles, and prohibiting the presence of animals in the church may not apply to all member events. Please consult with the minister to determine if these specific rules and regulations apply to your specific event.

Adopted: 7/10/07