

Church Use Application Packet

Revised and approved by CUUC Board of Trustees, October 7, 2010

Policy for Using Community Unitarian Universalist Church (CUUC) Facilities

CUUC policy is to provide affordable meeting space to private and non-profit entities as a community service; however priority will be given to CUUC functions and church member usage. User fees may be charged for facility use to recover CUUC expenses, and a charitable donation to CUUC will be solicited.

Coordination of Requests

The CUUC Secretary will coordinate all requests for use of Church facilities, and any necessary Board of Trustee (Board) approvals. Requests can be made by phone at (509) 545-6777 or via e-mail at office@communityuu.org. In-person tours are not available without a pre-arranged appointment. The Secretary will maintain the official church calendar, including commitments for use of church facilities.

Contents of This Packet

- *User Agreement*
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User Agreement

Church members, individuals, groups and non-profit commercial entities may apply to the Community Unitarian Universalist Church (CUUC) for use of its facilities. A refundable damage deposit and user fees will be charged to recover CUUC expenses; however the CUUC Board of Trustees (Board) reserves the right to reduce or waive fees at its discretion. Some uses require prior approval by the Board. Voluntary charitable donations to the CUUC will be accepted for the use of church facilities for which a CUUC receipt for the charitable donation will be provided. A schedule of use fees is provided. User agrees to submit a refundable damage deposit; abide by and sign the *Guidance for Church Use*; and to fill out, sign and submit the provided *Cleanup Checklist*; and return the key after use of church facilities.

This agreement is between CUUC and _____

for use of church facilities for the following event(s) _____

on (date) _____ from (time) _____ to _____.

Will any commercial activity takes place during use of the facilities ____ If yes, describe

Ongoing facility use requested from (date) ____ to ____ on (day of week) _____

Status: CUUC member ____ Individual ____ Group ____ Non-profit commercial ____

Use fees: meeting room ____ education rooms ____ sanctuary ____ kitchen ____

TOTAL FEES _____

Will liquor be available during use of the church? _____

Point of contact: name _____ address _____

phone _____ e-mail _____

Signature _____ Date _____

(signifies acceptance of this user agreement by user)

CUUC use: Sexton assigned ____ CUUC liaison _____

Date forwarded to Board for approval _____ Date approved by Board _____

Guidance for Church Use

Church members, individuals, groups and non-commercial entities using CUUC facilities agree to observe the following:

- Be considerate of our neighbors, and maintain order, protect pedestrians, and control speeding in parking areas.
- Ensure that no firearms, weapons of any kind, or illegal drugs are brought onto church property.
- Comply with all federal, state and city laws and ordinances, in particular food service, alcohol consumption, gambling, disabled parking, and fire hazards.
- Observe the ban on smoking in the church and keep grounds used by smokers clean, specifically pick up cigarette butts.
- No pets allowed in church, except for service animals.
- User is responsible for damage to facilities, utilities, appliances, electronics, furniture, dishes, glassware and decorations.
- Do not drive upon or park on sidewalks, lawns or flowerbeds, even for purposes of loading and unloading supplies and equipment.
- Lock doors and windows and close blinds when building is unattended.
- Finish using and secure the facility and grounds no later than 11:00 p.m. unless permission to run later has been granted in advance by the Board.
- Immediately clean up spills on floors and carpets using vacuum cleaner, mops and cleaning products supplied by CUUC in the west storage closet at front of sanctuary.
- Bathrooms and kitchen also contain some replacement and cleaning supplies.
- Use exhaust fans to control odors in church. Exhaust fan for the sanctuary is controlled by a switch to left of door inside the east storage closet in the front of sanctuary. Exhaust fan for kitchen is controlled by a switch to the left outside of the kitchen door.
- You may temporarily adjust the heating or cooling temperature using the triangular toggle switches; however, the temperature will automatically return to the default temperature at 4 p.m. The blower will automatically turn on when heating or cooling occurs. On Sundays, the blower in the sanctuary will stay on from 9 a.m. to 4 p.m. so that the noise of the blower start up will not interrupt activities in the sanctuary.
- Clean up the facilities used as per the *Cleanup Checklist* after each use and complete, sign and submit the checklist.

- A church key will be provided to users three days in advance of their use of the facilities. The key must be returned to the secretary within three days after their use of the facilities is completed.
- A refundable damage deposit must be submitted to the secretary before the church key is provided to the user. If no damage has occurred, the damage deposit will be returned to the user when the key is returned. A portion or all of the damage deposit will be retained by the CUUC to pay for the cost of damage repair. The cost to repair extraordinary damage that is greater than the damage deposit will be billed to the user.
- Non-profit commercial organizations must submit a *Certificate of Insurance* with an attached *Additional Insured Form* prior to being provided with a church key.
- Because some church members and their children are extremely allergic to peanuts and peanut products, these products are not to be brought into the church.
- CUUC will monitor the use of liquor by those using the premises and reserves the right to terminate liquor provision at any time. Users are encouraged to hire professional bartenders to serve beverages as they are trained to recognize signs of intoxication and politely limit consumption. Users are also encouraged to limit the volume of liquor available and/or the duration of time during which it is provided.
- Music played at this facility is not exempt from copyright fees. For live or recorded music performance and for both benefit and for-profit concerts, when written permission of the copyright holder is not obtained, it is proper to collect an ASCAP license fee. The information required of users who will play music include: the name of performer, a program or song list, charitable institution or cause substantiation, and an ASCAP account number.

The user agrees to adhere to the above guidance.

(Signature)_____ (Date)_____

Cleanup Checklist

Church members, individuals, groups and non-commercial entities using CUUC facilities are to complete this checklist, and sign and submit it and the church key to the secretary prior to the refund of the damage deposit. CUUC will inspect the church after the cleanup has been completed.

___ Vacuum/sweep rugs and floors in room(s) used

___ Empty waste baskets in room(s) and place in trash in the garbage container located outside the church to the left of the exterior door by the kitchen

___ Remove from the premises any trash that exceeds the capacity of garbage container

___ Clean restrooms

___ Return chairs and tables in the sanctuary, if changed, to the configuration shown on the *Sanctuary Configuration Drawing* unless otherwise instructed

___ Store folding tables in the east storage closet at the front of the sanctuary

___ Remove all extra food and special decorations from the church

___ Please reset all three church thermostats to 76 degrees for cooling or 55 degrees heating when you leave; however, the temperature will automatically return to the default temperature setting at 4 p.m.

___ Wash and dry all church crockery, pots, pans, and utensils in dishwashers or air Dry, and then stack on kitchen counters for CUUC members to put away

___ Double check to make sure water is not running in kitchen and bathrooms, and that the stove, microwaves, and coffee pots are turned off

___ Turn off all interior lights, except those in the foyers, and exhaust fans

___ Lock external doors (sanctuary entrance – 2 doors, office entrance – 3 doors plus the deadbolts, sanctuary fire exit, and kitchen fire exit) and windows

___ Pick up litter on lawns, flower beds, sidewalks, and parking lots

___ Provide CUUC a program or song list for all music performances

___ Return church key to secretary within three days of church use

The church facilities are in the same or better condition than before they were used.

(signature)_____ (date) _____

User Fee Schedule

Use fees are charged to church members, individuals, groups and non-profit commercial entities. They are intended to recover Community Unitarian Universalist Church (CUUC) expenses incurred as a result of the use of its facilities. While the Board of Trustees may elect to reduce or waive usage fees listed on this schedule at its discretion, usage fees normally will be applied. A refundable damage deposit is required. Repair of extraordinary damage to CUUC facilities will be billed to the user.

Location (capacity)	Use	Fee (dollars)
Meeting room (20)	meetings, meditation, youth functions (charge dependent upon number of attendees)	\$10-15
Meeting room and kitchen	meetings, meditation, youth functions, meals	\$20
Education rooms	meetings, youth functions	\$10-15
Sanctuary (130)	meetings, lectures, non-music performances, weddings, and funerals with minimal change to sanctuary configuration	\$150
Sanctuary – live music (130)	Music performance - Each event with music, when the user does not have an ASCAP license or copyright holder permission, will have a fee of: <ul style="list-style-type: none"> • Benefit or free concert • Commercial concert <p><i>*Note: this fee is in addition to the \$150 for use of the sanctuary</i></p>	\$25 \$25 or 1.2% of gross revenue (whichever is higher)
Sanctuary and kitchen	meetings, lectures, performances, weddings, and funerals configuration*	\$200

**all physical changes to sanctuary space (tables, chairs, etc) must be returned to original configuration after event*