

UUCL Building Use Fee Schedule

Sanctuary

Clara Barton

RE Rooms

Kitchen

Member**

UUCL- Related NO CHARGE

Member Sponsored Non-Profit OR Personal Event

One Fme \$50 first 3 hrs* \$25 first 3 hrs* \$15 first 3 hrs* \$50 first 3 hrs*

Recurring

\$30 first 3 hrs* \$15 first 3 hrs* \$10 first 3 hrs* \$30 first 3 hrs*

Third Party Group

ONE TIME EVENT

Not charging a fee \$100 first 3 hrs* \$50 first 3 hrs* \$30 first 3 hrs* \$100 first 3 hrs*

Charging a fee 15% of gross for first 3 hrs; 10% for more than 3 hours but less than 10 hours

RECURRING NEGOTIABLE with the Board

Notes: *The charges are for the original 3 hours or any part thereof. Any additional time spent will be charged at the same hourly rate in 1 hour units (rounded up to the closest dollar). For example, if a Member is using the Sanctuary for a one-time personal event for 4 hours, the charge would be \$67 (\$50 divided by 3 = \$16.66 per hr). **The above fees for Members and Member Sponsored Non-Profits are for events not charging a fee. If a fee is to be charged, the rate will be determined by the Board. The UUCL member who requests use of the facilities shall be designated as the sponsor and must be present during the event.

NON-MEMBER Weddings-Sanctuary

10 or fewer participants/guests \$150

11 or more participants/guests each additional guest \$15

Use of KITCHEN \$100 additional fee

The fees for weddings are payable as follows: 50% at the time the reservation is made with balance 20 days before the event. Cancellation of reserved usage must be made at least 7 days prior to the event or a 25% cancellation fee will be withheld from the deposit.

AUDIO/VISUAL EQUIPMENT AND PIANO

Use of the piano and audio/visual equipment is by special permission only. The following fees would apply:

Audio/visual crew to operate equipment - \$25 per hour or any part thereof

Piano - Only by Special Arrangement - \$50 fee

Policy Statement on Use of UUCL Facilities

As a service to the community in line with the Unitarian Universalist responsibility for safeguarding the right of free expression and with adherence to the constitutional guarantees of free speech and assembly, the Unitarian Universalist Congregation of the Lowcountry (UUCL) facilities may be rented to any group for any lawful use when available and when such use is consistent with the policies established by the Congregation for building use. It is implicit in the aforementioned that any group renting the facilities is not necessarily endorsed by the Congregation or its members. UUCL encourages members, friends and community groups to use our facilities when they are not being used for regular congregational activities.

The following rules regarding use of space, food, beverage, and cleanup apply to groups renting the church, in addition to all church committees and church functions.

Use of Space

- A group may use only the space assigned in the Rental Agreement.
- Use of the building is only for the specific hours in the Rental Agreement.
- It is expected that the activity will end promptly at the hour stated in the Rental Agreement. Failure to vacate the premises promptly may result in an additional charge and/or loss of meeting privileges in the future.
- Do not remove any equipment from its normal location, unless explicit permission to do so is given *in writing* at the time space is rented (i.e., tables, bookcases, wall hangings, charts, piano or pulpit). If you move chairs, please return them to their original places before you leave.
- No signs may be displayed in the building except for use during your activity. All signs must be hung so they do not damage walls or furnishings.
- UUCL is a smoke-free campus (building and parking lot)
- No UUCL sound or video equipment may be operated by anyone *except a UUCL Sound Crew member*.
- In advertising the event using UUCL facilities, our name and address is only for geographical location and does not imply endorsement of the event, unless advance written permission has been obtained from the Board of Trustees.
- Illegal drugs, firearms, weapons, or flammable chemicals are prohibited on UUCL property. The Congregation reserves the right to call the proper authorities if these policies are violated.
- Users of UUCL facilities are requested to respect our neighbors' rights to privacy, particularly noise levels in the evening. All evening events must conclude by 10:00 PM on week nights (Sunday through Thursday) and 11:00 PM on weekends (Friday and Saturday).
- For the safety and comfort of everyone, the following are not permitted on campus: Fireworks, Glitter, Confetti, Uncooked Rice, Bird Seed and Helium Balloons.

Food, Beverage and Clean-up

- If arranged in advance, refreshments may be served in the foyer, classrooms, and sanctuary. Properly label your food, and do not use food stored in the kitchen, as it belongs to other groups. Kitchen utensils, dishes or flatware, if used, must be cleaned and returned to their proper place.
- Wine, beer, and champagne may not be sold, but may be served. Non-alcoholic beverages may be served and sold. The group or individual user is solely responsible for compliance with laws pertaining to alcoholic beverages and the sobriety of guests. **No hard liquor may be served on the premises.** A Certificate of Liability Insurance Endorsement will be required to serve alcohol by outside groups.
- Clean up and return of the facility to its original condition is the responsibility of the user. Any extra trash or litter, and any signs or items (displayed) must be removed and/or discarded by the group using the bins provided.
- Recycle plastics, glass and aluminum. Recycling bins are located in and near the kitchen. At the end of the event, place all trash and recycling in the appropriate containers outside the exterior door of the kitchen, making sure this kitchen door is securely locked (must pull hard). All items brought into the building must be removed by the scheduled departure time.
- Any applications for overnight use will be referred to the Board of Trustees.
- General behavior: Users will extend full courtesy and consideration to others in the building. Users will be responsible for behavior of their children and shall not leave children unattended or unsupervised. There shall be no deliberate abuse of facilities or equipment, and misuse of facilities may result in withdrawal of permission for future use of facilities.

Contractual Obligations

Signature of the applicant on the “Building Rental Application and Agreement for Third Party Use” OR “Building Use/Rental Application and Agreement for UUCL Members” or, if appropriate, a Long-term Lease, indicates acceptance of the above procedures and building use rules.

Revision Approved by Board: 12.20.18

GUIDELINES FOR RENTERS OF THE UNITARIAN UNIVERSALIST CONGREGATION OF THE LOWCOUNTRY'S CHURCH BUILDING MEETINGS DURING THE COVID PANDEMIC

The Unitarian Universalist Congregation of the Lowcountry (UUCL) Board of Trustees welcomes Renter, _____, during the COVID-19 pandemic. We are taking steps during this time to keep our members and visitors safer while they are in the UUCL building. For these reasons, we are requiring strict and consistent compliance with the following guidelines.

These guidelines will ensure, on behalf of all renters, that the UUCL be held harmless should if any attendee become infected with Covid-19.

1.Meetings will be held _____. (*specify day of week or month and time*). Rental rates will be \$_____ per meeting.

2.Renter will communicate each week with David Inserra, UUCL Congregational Administrator about any changes to usage dates and/or times.

3.Masks are required to be worn and properly in place by each person attending and for the entire time each one is in the building. Renter is responsible for supplying any needed masks.

4.While it is recognized that it is sometimes necessary for Renter's members to bring a small child to the meetings, this is discouraged unless there is no other option. Children, regardless of age, will be required to adhere to the same guidelines as the adults.

5.Hand sanitizer will be provided by UUCL, and members are required to use it on entering the meeting room. Use sanitizer on all surfaces of hands and let air dry.

6.Social distancing is urged insomuch as that is possible. Allow six feet distance between chairs.

7.Use only metal chairs for the meetings as these are easy to sanitize.

8.Kitchen access is not allowed.

9.It is recommended that meetings do not last more than an hour unless absolutely necessary to fulfill the mission of the meetings. The ceiling fans, if operated, should be set on lowest setting.

10.Renter's leaders are responsible for maintaining confidential lists of everyone attending each meeting along with the meeting date. This is necessary should any attendee become infected with Covid-19.

11.If anyone attending meetings becomes infected with Covid-19, Renter’s meetings will be suspended, and the UUCL must be notified immediately.

12.Renter leaders are responsible for using the sanitizing fogger in all areas that are used by their members and visitors, including rooms, halls and bathroom. Disinfectant to wipe down the tables, chairs, inside and outside of all doors used including the bathroom, and the entry keypad and alarm keypad will be provided by UUCL. A checklist will be provided and is to be posted in the meeting room and checked off after each meeting; needed supplies and equipment will be provided by UUCL.

13.A Covid-19 handout will be made available by UUCL and is to be given to each person attending Renter’s meetings.

14.UUCL Congregational Administrator will notify Renter in an email to any changes to the guidelines as soon as possible.

This document will be signed and dated by the Renter contact person. Copies of these guidelines are also required to be initialed and dated by the meeting chair for each subsequent meeting, forms will be available in the meeting room and additional copies will be left there for the Congregational Administrator to collect. UUCL appreciates your cooperation in helping to make our building a safer environment.

Signed: _____/____ Signed: _____/_____

NA Representative /Date Laura McFadden, UUCL Board Co-Chair

Email: _____

Signed: _____/_____

Gary Stiles, UUCL Board Co-Chair

**UNITARIAN UNIVERSALIST CONGREGATION
OF THE LOWCOUNTRY**

**BUILDING RENTAL APPLICATION and AGREEMENT
FOR THIRD PARTY USE**

This form is to be used for requests by persons or organizations **not affiliated** with the UUA or UUCL, but whose purposes are compatible with those of UUCL. It is to be completed when requesting a one-time use, or short-term recurring uses, but NOT as a substitute for a Long-term Rental Agreement.

Please Print

Applicant Information:

Name _____
Address _____
Phone _____ Email _____

Group's Primary Information:

Name _____
Address _____
Phone _____ Website _____

Purpose of building use:

Is this a one-time use? _____ Or a recurring use? _____

Day or dates of requested use: _____

Event time of day: Start Time: _____ Ends: _____

Number of hours (including set-up and clean-up) _____

Will a fee be charged, or a donation requested? _____

If so, which and how much? _____

How many participants are expected? _____

Room or rooms requested: (Check all that apply) Associated Fee:

Sanctuary _____
RE Rooms _____ (1,2 or 3) _____
Kitchen _____
Clara Barton Conference Rm _____

Sound/visual equipment:

No one except a member of the UCL Sound Crew is authorized to operate the sound/visual equipment. The **cost is \$25 per hr or any part thereof**, payable at the time this Agreement is signed. Complete the information below for sound/visual equipment:

Circle equipment needed...Sound and/or Video Number of hrs _____ Fee _____

Piano:

Only by special arrangement - \$50

Piano needed...yes or no Fee _____

ATTESTATION

I understand based on the rooms and services requested above that my estimated fee for the event will be a total of _____.

For a one time event, I agree to pay a deposit of 50% when this agreement is signed and the remaining 50% 20 days before the event. Cancellation of reserved usage must be made at least 10 days before the event or a 25% cancellation fee taken out of the deposit will apply.

If this is a recurring event, I agree to pay monthly on the following agreed to day of the month:

_____.

I, _____ (person completing this agreement), have received:
(Check all that apply)

_____ (1). A copy of the "Policy Statement on Use of UCL Facilities" and agree to abide by its provisions.

_____ (2). A copy of the "Building Use Fee Schedule" and agree to pay the determined fee on a timely basis as agreed.

_____ (3). A key code to the building's side entrance, if needed.

INDEMNIFICATION AND LIABILITY

_____ agrees to indemnify and hold harmless UUCL, its officers, directors, employees, and members against any accident, loss or injury which may occur to persons or property during the period of its use of space. It further assumes liability for any damage, theft or breakage of any portion of the building, its contents or grounds by the members, invitees, guests, or attendees and will pay UUCL promptly for any damage done to the building, grounds or contents during the period of use.

Insurance Endorsement: A Certificate of Liability Insurance Endorsement may be required and must be provided prior to the event naming Unitarian Universalist Congregation of the Lowcountry as an additional insured. The certificate should indicate in-force liability coverage with limits equal to UUCL insurance policy liability limits.

Updating application/agreement annually:

UUCL may require that this application/agreement be updated annually.

Agreement signed by _____ Date _____

To be completed by UUCL Office Administrator:

UUCL _____ Agreement _____ approved

by _____ Date _____ Check:

_____ Copy to the Office Administrator and Finance Committee

_____ Dates inputted on the UUCL calendar