

Unitarian Universalist Congregation of the South Fork

Facility & Grounds Use Policy



The Unitarian Universalist Congregation of the South Fork's primary purpose is to carry on the mission and values of the Unitarian Universalist faith. Part of that faith is serving as an asset to our community. Our building is not just a house of worship, but home to all the ways we manifest our faith, including service to each other and the broader community. To this end, we make our facility/grounds available to members of our congregation and to outside individuals, groups and organizations that share UU principles and values.

Facility Use Priorities

The Congregation values having a facility/grounds where members of our congregation and the broader community can find hospitality, build relationships and work for justice. When deciding how to handle requests for use of congregational space, we prioritize them in the following order:

- Congregationally sponsored events hosted by and for members of the congregation.
- Events held by congregation members that align with UU principles and values.
- Events held by unaffiliated individuals, groups and organizations whose mission and values align with UU principles and values AND who are referred by a congregation member.
- Events held by unaffiliated non-profit organizations whose mission and values align with UU principles and values.
- Events held by unaffiliated individuals or for-profit groups and organizations whose mission and values align with UU principles and values.

Facility Use Fees

Members of the congregation may use our facility/grounds for free. Unaffiliated individuals and for-profit groups and organizations must pay a fee (schedule attached). Nonprofit organizations may use our facility/grounds at a discounted rate (schedule attached).

Facility Use Rules

- Renters must sign a facility use agreement.
- Renters must provide proof of liability insurance in the amount of \$1,000,000. The insurance certificate must name the Unitarian Universalist Congregation of the South Fork, its officers, employees and agents as additional insureds. The certificate must also state that the Congregation will receive notice if the policy is cancelled or if changes are

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made to coverage or limits. If a valid insurance certificate is not provided prior to the event, the Congregation may deny access to the facility/grounds.

- All conduct should be consistent with UU principles and values.
- Kitchen use is not permitted unless such use is granted in the facility use agreement signed by the Renter and Congregation representative.
- Alcohol is not permitted in/on facility/grounds unless such use is granted in the facility use agreement signed by the Renter and Congregation representative.
- Open flames of any type are prohibited in/on facility/grounds.
- Smoking is prohibited inside facility.
- Children under the age of 18 must be supervised by an adult while in/on facility/grounds.
- Screws, nails, tacks, hooks, pins, tape and other adhesives may not be used to affix decorations or other items to the facility, its fixtures, furniture or equipment.
- All furniture and equipment should be returned to designated storage areas before departing.
- Sweep and mop floors before departing.
- Remove all garbage from the facility/grounds before departing.
- Close all windows, turn off all lights and lock all doors before departing.
- All items brought in for the event must be removed from the facility/grounds. Any items left behind will be disposed at the Congregation's discretion.
- Renter shall return all keys and other access control devices in their possession to the Congregation immediately after the conclusion of the event.
- Renter shall report as soon as practicable any personal injuries or property damage to facilities/grounds to the Congregation.

Renter's Signature/Date

Printed Name

Congregation Representative's Signature/Date

Printed Name