

**UUFH Building Use Rental and
Partnering Policies, Procedures and
Forms Booklet**

**Unitarian Universalist
Fellowship of Huntington**

Revised November 24, 2007, January 11, 2010

Building Use Committee

Table of Contents

Facility Use Policy and Procedures for Rentals	2
Addendum A – Special Events Building Use Policy	5
Addendum B – Schedule of Appropriate Donations	8
Addendum C - Suggested Voluntary Donation Letter	10
Intake Instructions for Rentals	11
Addendum D – Rental Application Form	12
Addendum E – Sample Cover Letter for Rentals	13
Addendum F – Contract for Building Use	14
Addendum G – Facility Check Out Form	15
Addendum H – Sample Partnering Letter	16

FACILITY USE POLICY AND PROCEDURES FOR RENTALS

I. STATEMENT OF POLICY

It is the policy of the Unitarian Universalist Fellowship of Huntington (UUFH) to make its facilities available (when not otherwise in use for fellowship activities) to individuals and groups in the community seeking to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities compatible with the UUFH Mission Statement and policies. All users of the facilities shall comply with the Special Events Building Use Policy (Addendum A).

II. DEFINITIONS

THE UUFH BUILDING USE COMMITTEE (BUC):

The Building Use Committee (BUC) chairperson shall be appointed by the Cluster Coordinating Council (CCC) while the Building Use Coordinator shall be appointed by the Board of Trustees of the UUFH with responsibility for the coordination of building use requests. The UUFH Office Manager may be appointed to act as the Building Use Coordinator. The Building Use Coordinator will maintain records of activities, manage relevant documentation, keep the calendar and work with the Treasurer regarding financial matters relating to all building use activities.

USER GROUPS AND INDIVIDUALS:

1. **UUFH FELLOWSHIP MEMBERS, FORMER MEMBERS AND FRIENDS:** As defined in the UUFH by-laws (including immediate families being defined as spouse, life partner, parents, children and step-children).
2. **AFFILIATED GROUPS:** As defined in the UUFH by-laws.
3. **NOT-FOR-PROFIT COMMUNITY GROUPS:** Groups not affiliated with the UUFH.
4. **ALL OTHER INDIVIDUALS, FOR-PROFIT BUSINESSES OR ORGANIZATIONS:** Groups not affiliated with the UUFH.

III. RENTAL POLICIES AND PROCEDURES

All requests for use of UUFH facilities shall be processed in accordance with Special Events Building Use Policy. Only use of the facility areas assigned and formally approved in the rental contract agreement shall be permitted. Renters and their guests shall vacate the premises promptly upon completion of the event. Any change in the approved use must be communicated promptly to UUFH before the event for consideration and approval, as well as the potential adjustment of fees.

USE OF CLERGY: The facilities are available for services conducted by any ordained Unitarian Universalist minister with the express knowledge and permission of the current minister of the UUFH. Non-Unitarian Universalist clergy may officiate at services, but only with the permission of the current minister of the UUFH. For memorial services, a

voluntary donation to the minister's discretionary fund, although not required, would help to support the work of the UUFH.

REQUESTS FOR ONE-TIME FACILITIES RENTAL: All potential users must complete an application form for use of the facilities. This paperwork shall be collected by the UUFH Building Use Coordinator. No reservations can be made without Building Use Coordinator's approval. All users of the facilities shall comply with the Building Use Policy.

1. Fellowship members, former members and friends may request use of the facilities for any religious ceremony, including but not limited to wedding or commitment ceremonies, baby dedications, and memorial services. With the exception of memorial services, members shall be given the Schedule of Appropriate Donations (Addendum B) so that they can be informed if they choose to make a voluntary donation. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary. All fees are stated in Schedule of Appropriate Donations.
2. Non-religious events by fellowship members, former members and friends such as wedding receptions, private parties, etc. shall be charged at the rates listed in the Schedule of Appropriate Donations. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary.
3. Not-For-Profit Community Groups and affiliated groups
 - a) These groups shall be given the Schedule of Appropriate Donations. Requests for other special arrangements must be referred to the BUC and Building Use Coordinator for approval. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary.
 - b) The minister or any member of the fellowship may recommend donation of space for certain Not-For-Profit Community Groups. Such recommendations will be submitted to the BUC and the Building Use Coordinator for approval. When space is donated to these groups as approved by the BUC and Building Use Coordinator, such groups shall be given a letter suggesting a voluntary donation (Addendum C).
 - c) It is the responsibility of the user of the donated space to make arrangements with the Building Use Coordinator to provide an approved on-site supervisor. The custodial fee is also required if deemed necessary. The user is also required to provide their own insurance for the duration of the event as specified in the Special Events Building Use Policy (Addendum A).
4. All Other Individuals, For-Profit Businesses or Organizations - Such groups shall arrange events through the Building Use Coordinator and shall follow the

Schedule of Appropriate Donations. A security deposit is required to reserve the space. The custodial fee is also required if deemed necessary.

5. REQUESTS FOR SHORT-TERM RENTALS (LESS THAN ONE YEAR):

All affiliated groups and potential new renters must complete the application and rental contract form (Addendums D and F) for use of the facilities. All appropriate certification and/ or permits shall be submitted at the time of application. This paperwork shall be collected by the UUFH Building Use Coordinator. No reservations can be made without Building Use Coordinator approval.

REQUESTS FOR LONG TERM RENTALS (INCLUDING BUT NOT LIMITED TO DAYCARE, COTTAGE AND APARTMENT RENTALS): All leases for long term use of the facility must be negotiated on an individual basis by the BUC and are subject to approval by the Board of Trustees. All renters shall comply with the Special Events Building Use Policy.

TENANT ISSUES: All tenants needing to seek recourse in tenant to tenant disputes or other problem solving shall address their grievances to the Office Manager of the UUFH only. The Office Manager shall either resolve the issue at hand based on Special Events Building Use Policy, or shall refer the issue to the BUC or other appropriate committee for resolution.

INSURANCE: All renters must provide adequate and appropriate liability and property damage with a copy of their insurance endorsement listing UUFH as an additional insured.

***Special Events Building Use Policy at the
Unitarian Universalist Fellowship of Huntington***

It is the policy of the Unitarian Universalist Fellowship of Huntington (UUFH) to make its facilities available (when not otherwise in use) to individuals and groups in the community seeking to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities compatible with the UUFH Mission Statement and policies.

All requests for use of UUFH facilities shall be processed in accordance with Board policy. Only the facility areas assigned and formally approved in the rental contract agreement shall be used. Attendees shall vacate the premises promptly upon completion of the event. Any change in the approved use must be communicated promptly to UUFH for consideration and approval, as well as potential alteration of fees.

The following guidelines shall be adhered to when renting the facilities:

- 1) Security Deposit:** The renter agrees to be liable for any damage to property of the UUFH during use of the premises for which this application is made, and to compensate the UUFH for all such damage. A security deposit based on the UUFH Building Use Fee Schedule shall be collected at the time of the event scheduling. No event shall be scheduled without the security deposit. The deposit shall cover any expense incurred by UUFH as a result of inadequate cleaning or damage. Failure to maintain a smoke-free building shall also result in forfeit of deposit. After the premises have been inspected and approved, and all applicable charges covered, the deposit shall be returned.
- 2) Payment Schedule:** Payment in full must be received no later than 15 days prior to the date of the event. If payment in full is not received by that time, the renter shall forfeit the security deposit and the scheduled date of the event. All checks shall be made out to:

The Unitarian Universalist Fellowship of Huntington

Checks can be mailed or dropped off at:
109 Brown's Road
Huntington, NY 11743

- 3) Insurance:** Renter shall provide a Certificate of Insurance listing UUFH as the named additional insured guaranteeing liability and property damage insurance with respect to the event for which the application is made. A copy of the Certificate of Insurance shall be provided to UUFH along with the final payment. Any questions regarding how to obtain such a certificate may be addressed to UUFH.

Addendum A – For All Potential Renters

- 4) Clergy:** In adherence to standard practices of courtesy of the pulpit, UUFH facilities are available for services conducted by any Unitarian Universalist minister in good standing or other clergy with the permission of the minister of the UUFH. In the event there is no settled minister, the President of the Board of Trustees must approve clergy use of facilities.
- 5) Publicity:** The UUFH name shall not be used as the sponsoring organization in any advertising or promotional literature for your event unless it is an official UUFH event. The UUFH phone number shall not be listed as the contact number for further information regarding your event.
- 6) Restoration of Premises:** Upon completion of the event, the premises and all equipment shall be restored to the same condition as specified in the rental agreement. No furniture or other equipment shall be moved unless agreed upon in the rental agreement. Should damage to property of the UUFH occur, the renter shall assume full financial responsibility for any repairs required to restore facilities or equipment to their original condition. Decorations or other materials may be placed on windows and walls only with materials that do not damage or mark such surfaces. All decorations and mounting materials must be removed at the conclusion of the event.
- 7) Facilities Used:** Use of the premises is restricted to only those indoor and outdoor facilities and those times specified in the rental agreement. Use of the facilities must be terminated at the agreed upon time to accommodate the UUFH member responsible for closing and securing the facilities at the conclusion of the event. Late departures shall result in the forfeit of part or all of the security deposit.
- 8) Equipment Used:** Renters may be granted permission to use the piano at an additional charge as stated in the rental agreement. Absolutely no food or beverages are to be placed on the piano. The PA system, audio and video equipment, and lighting may also be rented at an additional charge as stated in the rental agreement. A UUFH member shall be present during the event to supervise the use of this equipment as determined in the rental agreement.
- 9) Care of Facilities:** Renters should be particularly cautious with food and beverages to avoid spills on the carpets. If spills do occur, they are to be immediately wiped up. Damage to carpets shall lead to forfeit of deposit. Candles may be used only with permission. NO exposed candles are to be used. They must ALL be in glass enclosures. Any decorations used near candles must be fireproof. Precautions must be taken to prevent candle wax damage to carpets, walls, equipment, furniture, or fixtures. Birdseed may be thrown at weddings outside the building only (no rice or confetti are permitted at any time indoors or outdoors).
- 10) Use of Kitchen:** The kitchen facilities are available for use if agreed upon in the rental contract. Use of the kitchen includes use of all equipment and appliances.

Addendum A – For All Potential Renters

However, renters must supply their own food and beverage products, including coffee, tea, sugar, cream, etc., and to supply their own tablecloths and napkins. All kitchen items belonging to UUFH are to be properly washed and stored. Instructions for use of the dishwasher are posted in the kitchen. All garbage is to be removed from the premises and placed in the dumpster outside the kitchen door. All kitchen surfaces are to be sanitized; all spills are to be wiped up from the floor. Any food temporarily stored in refrigerators must be removed at the end of the event.

- 11) *Alcoholic Beverages:*** No alcoholic beverages may be served without prior permission from the UUFH. If a bar is set up, the caterer is responsible for providing protection around the work and serving area. All applicable state and local laws shall be observed.
- 12) *Smoking Policy:*** Absolutely no smoking is permitted indoors at any time. Smoking is permitted outside the building only. Smokers are expected to dispose of cigarettes, cigars, and matches in the outdoor receptacles provided for that purpose. Failure to maintain a smoke-free building shall result in forfeit of deposit.
- 13) *Animals:*** Only animals providing assistance to individuals with special needs are permitted in the building, except in specific cases previously agreed upon in the rental agreement.
- 14) *Noise:*** Out of consideration for our tenants and neighbors, noise levels must be kept within acceptable limits at all times in accordance with local ordinances.
- 15) *Emergencies:*** In the event of an emergency, contact 911 immediately. A building plan with the location of all courtesy phones, emergency exits, fire extinguishers, first aid kits and public restrooms shall accompany the rental agreement. These plans can also be found posted throughout the premises.

Addendum B – Schedule of Appropriate Donations

Schedule of Appropriate Donations

UUFH REGULAR SCHEDULE OF DONATIONS

(See Description of Our Spaces Below)

Memorial Services and Baby Dedications

Main Hall		\$150.00/hr.
	Services (custodial fee)*	\$100.00
	Deposit	\$100.00
	On-site supervisor	\$25/hr.

Wedding and Commitment Ceremony Only

Main Hall, Gallery (includes rehearsal time if available)		\$400.00
	Services (custodial fee)*	\$100.00
	On-site supervisor	\$100.00
	Deposit	\$120.00
	On-site supervisor	\$25/hr.

Receptions, Parties, Meetings, Etc.

A. with meal service including kitchen - (7) seven hours

B. without meal service - kitchen for beverage and snack service only - (5) five hours

A. - fees *		B. - fees *
\$960.00	1. Main Hall, Social Hall, Gallery	\$660.00
\$150.00	Services (custodial fee)*	\$100.00
\$200.00	On-site supervisor	\$25/hr.
\$250.00	Deposit	\$250.00
\$840.00	2. Main Hall, Gallery	\$540.00
\$100.00	Services (custodial fee)*	\$100.00
\$25/hr.	On-site supervisor	\$25/hr.
\$250.00	Deposit	\$200.00
\$540.00	3. Social Hall	\$360.00
\$100.00	Services (custodial fee)*	\$100.00
\$25/hr.	On-site supervisor	\$25/hr.
\$75.00	Deposit	\$125.00
	4. Gallery	\$120.00
	Services (custodial fee)*	\$100.00
	On-site supervisor	\$25/hr.
	Deposit	\$75.00
	<u>Outside Areas</u>	
	Great lawn	\$600.00
	Services (custodial fee)*	\$100.00
	On-site supervisor	\$100.00
	Deposit	\$200.00

Addendum B – Schedule of Appropriate Donations

	Other	
	Classroom rental - one time use, non-members, max. 3 hrs.	\$60.00
	- multiple weeks, non-membrs, max 3 hrs.	\$50.00
	- multiple weeks, members, max 3 hrs.	\$40.00
	Services must be provided by renter	
	Deposit	\$50.00

* **UUFH Members will be charge 1/3 of rental fees**

* **Certain not-for-profit organization will be charged 1/2 of rental fees ONLY**

UUFH Members will not be charged for Wedding, Baby Dedications and Memorial ceremonies.

All other fees apply.

Wedding coordinator for rehearsal and event \$25/hr., minimum 4 hours.

Addendum C - Suggested Voluntary Donation Letter

January 11, 2010

To our not for profit organizations,

We enjoy hosting groups such as yours at the Unitarian Universalist Fellowship of Huntington (UUFH) located at 109 Browns Road, and hope to be able to continue supporting your organization into the future. However, while reviewing our operating budget, we became increasingly concerned by the expenses associated with providing space to outside organizations for meetings, rehearsals and other uses. As you are probably aware, UUFH is wholly supported financially by the donations of its members and friends. We would like to continue to provide comfortable and adequate facilities for organizations, but need your help in collecting funds to offset some of our fixed expenses. Although not required, it is our hope that by collecting \$2-5 per person per event, your donation can help to defray some of our operating costs and allow us to continue making our premises available to groups such as yours. We appreciate any contribution your group can make. Thank you for your attention to this matter.

In fellowship,

The Unitarian Universalist Fellowship of Huntington

BUILDING USE / RENTAL INFO TO GET

- IF ANYONE CALLS WITH A BUILDING USE/RENTAL REQUEST, ASK THEM THE QUESTIONS ON THE ATTACHED FORM. GET AS MUCH OF THE MAJOR INFORMATION AS YOU CAN.

- PLEASE GO CHECK THE CALENDAR AND THE SIDE BOARD AND SEE IF THE DATE LOOKS AVAILABLE. IF IT IS, TELL THEM THE DATE SEEMS FINE BUT THAT YOU WILL HAVE THE BUILDING USE COORDINATOR, JUDIE SPERO, GET BACK TO THEM ABOUT THE DETAILS AND FEES.

- WHEN IS A GOOD TIME FOR JUDIE TO SPEAK WITH THEM. MAKE SURE YOU HAVE THEIR TELEPHONE NUMBERS.

PERSON HANDLING CALL: _____

DATE OF CALL: _____

ADDITIONAL COMMENTS: _____

UUFH BUILDING USE RENTAL APPLICATION FORM

DATE _____

NAME _____

ORGANIZATION _____

CONTACT PHONE #DAY _____ EVENING _____

DATE NEEDED _____

TIME NEEDED _____

OF GUESTS _____

EVENT _____

SPACE – CHECK ALL NEEDED:

MAIN HALL _____

GALLERY _____

SOCIAL HALL _____

KITCHEN _____

CLASSROOM _____ HOW MANY? _____

SET-UP/CLEANUP NEEDED _____

CATERER _____

CALENDAR AVAILABILITY CHECKED: _____

ADDITIONAL COMMENTS: _____

Submit to: Judie Spero

Phone: (631) 427-9547

Fax: (631)423-1504

If unavailable, call Susan Peters (631)425-4667

Addendum E – Sample Cover Letter for Rentals

November 24, 2007

Name
Organization
Address
City, State ZIP

Dear xxx:

Enclosed, please find two (2) copies of our formal rental agreement contract for rental of our facilities on (insert date here) along with our Special Events Building Use Policy and Facility Checkout Form.

Please read the contract over carefully and verify that all the information contained therein is correct. After doing so, please sign both copies of the contracts. Return one (1) to me in the enclosed envelope. Keep the other for your records.

Please note: We would appreciate receiving an insurance certificate from your caterer (if you have a caterer) naming the UUFH. You will also be the on-site supervisor and you will be responsible for all set up and clean up. We need to discuss arrangements for the piano and sound system.

We have received your \$100.00 deposit. This security deposit will be refunded to you 2-3 weeks after the event. Your final payment will be due by (insert date here). If I can be of any further service to you, please do not hesitate to contact me. I can be reached at (631)427-9547.

Very truly yours,
Judie Spero

UUFH Building Use Coordinator

UNITARIAN UNIVERSALIST FELLOWSHIP OF HUNTINGTON

109 Browns Road, Huntington NY 11743
Tel: (631) 427-9547 Fax: (631) 423-1504

CONTRACT FOR BUILDING USE

DATE:

NAME OF APPLICANT:

TEL.

ADDRESS:

DATE(S) OF USE:

TIME(S) OF USE:

PURPOSE OF USE:

EXPECTED ATTENDANCE:

ADMISSION CHARGE:

SPACE(S) DESIRED:

MAIN HALL
SOCIAL HALL
GALLERY
KITCHEN

RENTAL FEE:

FOR USE OF SPACE \$
SERVICE FEE \$
OTHER \$

CLASS ROOM(S)
ROOM AT THE TOP
OTHER:

TOTAL FEES \$
SECURITY DEPOSIT \$
TOTAL DUE \$

ALL FEES MUST BE RECEIVED BY:

BUILDING USE REGULATIONS

All requests for use of UUFH facilities will be processed in accord with Board policy. Only the area(s) assigned and formally approved will be used. Attendees will vacate Fellowship property promptly upon scheduled completion of the event. Any desired change in the approved use must be communicated promptly to the Building Use Coordinator for consideration and approval.

The user organization agrees to be liable for any damage to property of the Fellowship during use of the premises for which this application is made, and to compensate the Fellowship for all such damage.

Lessee shall provide a Certificate of Insurance in the name of the UUFH guaranteeing liability and property damage insurance with respect to the event for which application is made. A copy of the Certificate of Insurance shall be provided to the Building Use Coordinator along with the security deposit.

SMOKING IS NOT ALLOWED IN THE BUILDING

I hereby agree to the Building Use Regulations and accept responsibility for the above named applicant.

Signature of Applicant _____ Title _____

Name of Applicant Organization _____ Tel. (Day) _____

Address _____ Tel. (Eve) _____

Application Approved: Yes No

Signature of Building Use Coordinator _____

Deposit Received: Amount _____ Date _____ Not Received – Send ASAP

Insurance Certificate Received: Yes No Not Required Required – Send ASAP

Unitarian Universalist Fellowship of Huntington

FACILITY CHECK OUT FORM

Please complete and check-off all items appropriate for the room(s) assigned to you. If you are the last group out of the building, be sure to include restrooms in your area check-out.

Name/group _____

Room(s) _____

Date _____ Time _____

_____ Clean-up – Room(s) is orderly and as clean as it was before your event; chairs and tables put away. Trash containers should be empty.

_____ Heat/fans – Blowers in social hall and kitchen are turned off. Fans are unplugged.

_____ Windows – Lock all windows.

_____ Kitchen – Wipe off counters. Turn off stove and ovens. Coffee pots should be emptied, cleaned and returned to pantry. Make sure all counters, sinks, stove are cleaned. Make sure dishes that have been used have been washed, dried and put away. Take trash to dumpster (located outside kitchen door along the parking lot curb). Sweep all floors and mop up any spills. (Brooms, mops and plastic bags are in maintenance room at end of kitchen hallway)

_____ Lights – Turn off all inside lights.

_____ Doors – Double-check that **all** doors are locked and firmly closed. All inside red firedoors should be closed.

_____ Restrooms – All restrooms are vacated, lights out and no toilets are running. All trash removed from trash containers and emptied into dumpster.

I have completed all items checked off above for the room(s) used by this group, this date.

Responsible person's signature

Please leave this in the plastic holder on the office door before leaving the premises.

Comments: _____

Addendum H – Sample Partnering Letter

November 24, 2007

Name
Organization
Address
City, State Zip

Dear xxx:

The Building Use Committee of the Unitarian Universalist Fellowship of Huntington is pleased to host your organization, xxx.

Although the rental rate for a community organization with an extended commitment would be \$xxx per night, we are donating the use of our social hall to you. We need to know in advance of any future dates so we can arrange the schedule accordingly.

Enclosed you will find a copy of our Rental Policies along with 2 copies of our Rental Agreement. Please sign both and return one with your deposit.

The deposit fee of \$xxx will be returned to you 2-3 weeks after your final use of our building.

Please read the enclosed letter in which we are suggesting some minimal support so that we may be able to continue to support your organization in the future.

Sincerely,

Unitarian Universalist Fellowship of Huntington
Building Use Coordinator