

Cascade Unitarian Universalist Fellowship FACILITY USE POLICY with RULES OF USAGE

as of 2/2014

INTRODUCTION

The facilities of Cascade Unitarian Universalist Fellowship (hereafter referred to as CUUF) located at 1550 Sunset Highway in East Wenatchee, are primarily for the use, enjoyment and needs of CUUF membership and staff and secondarily for use by outside parties. Only those activities compatible with the mission of CUUF and with the Principles and Purposes of the Unitarian Universalist Association and deemed to be of low risk to persons and/or property will be permitted to be held in the church building or on church grounds. Determination of compatibility and level of risk will be the responsibility of the Board of Trustees.

Scheduling priority will be given to church-sponsored activities over non-church activities, members over nonmembers, and by honoring an earlier request over a later one.

All users of the church building and/or grounds must comply with the CUUF Facility Use Policy and take all reasonable measures to ensure the security of the building. Users shall be required to leave the building in good condition and will be responsible for clean-up unless a custodial/sexton fee has been paid.

POLICY AND ADMINISTRATION

- This policy is maintained by the CUUF Board of Trustees in consultation with the Facilities Committee
- This policy is administered by the CUUF Office Administrator. The Office Administrator will refer any policy issues to the CUUF Board of Trustees.
- A Master Calendar for facility use will be kept by the Office Administrator and posted in the main building.

PRECEDENCE FOR USAGE

CUUF Functions and Related Activities

There is no charge for CUUF functions and related activities. These are defined as follows:

- Regular church meetings and programs of CUUF committees and CUUF groups under coordination of the Board of Trustees to carry out the mission of CUUF
- CUUF functions that promote CUUF's mission (e.g., Strategic Planning Workshops).
- District related functions (members of CUUF and other UU congregations gathering to carry on purposes and principles of the UUA). A custodial, security, or sound system/tech. fee may apply which will be determined during rental process.
- Functions co-sponsored by CUUF and an outside organization. A custodial, security, or sound system/tech. fee may apply which will be determined during the rental process.
- Usages approved and underwritten on a case-by-case basis by the CUUF Board of Trustees

Activities of CUUF Members and Pledging Nonmembers

- Members and Pledging Nonmembers may use the building without charge for life passage ceremonies (e.g., wedding, memorial service, dedication) however donations are encouraged. A custodial, security, or sound system/tech. fee may apply which will be determined during rental process.
- Members and Pledging Nonmembers also have free use of the church building for properly scheduled meetings and social activities that have a church-related purpose with the approval of the Board, and are generally open to all members, and are admission free. A custodial, security, or sound system/tech. fee may apply which will be determined during rental process. Donations are encouraged

- All other Members and Pledging Nonmembers' use of the building will require a usage fee at a reduced rate, plus possibly a custodial, security, or additional fees, which will be determined during rental process.
- Usages may be approved and underwritten on a case-by-case basis by the CUUF Board of Trustees

Nonprofit Groups and Individuals who are Nonmembers/Nonpledgers

- Nonmembers and nonprofit groups not affiliated with the church whose purpose is compatible with the purpose of the church may arrange for use of space on a one-time event basis or, with approval of the Board, on a regular basis. Facility use fees apply.
- Usages may be approved and underwritten on a case-by-case basis by the CUUF Board of Trustees
- The Board reserves the right to refuse rental to any organization or individual.

Profit Making Activities

- All profit making activities require a building fee, a custodial fee, a security fee, and additional fees which will be determined during rental process.
- The Board reserves the right to refuse rental to any organization or individual.

FACILITY USE CONTRACT

The following Rules and Guidelines apply to all users of the CUUF Facility.

By using our facility you agree to be bound by the following:

The Contract

- All renters will follow the rates as outlined in the Facility Use Fee schedule and as agreed upon in the Facility Use Contract. All fees are non-refundable, except where specifically noted otherwise or with the approval of the CUUF Board of Trustees.
- All renters must sign the Facility Use Contract and must be at least 18 years of age.
- The CUUF Office Administrator will be responsible for confirming that the Facility Use Contract has been signed, all payments made, and that all deposits or properly credited costs retained, and arrangements for keys have been made.
- The CUUF Office Administrator shall provide a copy of the Facility Use Policy and the Facility Use Contract to the renter.
- Other than public access ways, corridors, washrooms, etc, renters shall restrict their use of the building to those rooms and facilities detailed in their Facility Use Contract. Use of rooms or facilities not specified in the Facility Use Contract is not permitted and may result in forfeiture of renter's deposit.

Liability

- Renter-organizations shall provide CUUF a copy of a certificate of insurance that names Cascade Unitarian Universalist Fellowship as an additional insured.
- Individual renters and facility users shall hold harmless and indemnify Cascade Unitarian Universalist Fellowship, its members and elected officials, from and against all loss, expense and/or liability for damages or personal injury arising from the use of CUUF facilities or equipment. Individuals shall submit to CUUF a copy of the declaration of insurance page from their homeowner's or renter's policy.

Damages

- Renters will pay for all damages to any CUUF property including building, grounds or equipment resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the renters or its invitees. A security deposit will be required for all non-church use of the building, refundable after review by the CUUF Administrator.

RULES OF USAGE

1. The **fee schedule** will be followed unless other arrangements have been made with the Board of Trustees. All fees are non-refundable, except where specifically noted otherwise or with the approval of the CUUF Board of Trustees.
2. **Dates and times of use** must be indicated on the Facility Use Application Form and approved by CUUF.
3. Evening facility renters must clean up and **vacate the premises** no later than 10:30pm, Sunday through Friday and 6:00pm on Saturday, unless later hours have been approved in advance.
4. **Parking** is permitted on the paved parking area, the lawn area directly beyond the pavement, and on the grass between the chain link fence and the storage shed. Some parking is also available in the lot on the north side of the church. No other areas are to be used for parking.
5. Unless renter is paying the **Clean-Up Fee**, all chairs, tables and materials must be returned to their original positions.
6. Use of CUUF's **coffee** makers is permitted in the coffee service area. Renters must supply their own coffee, sugar, tea, and other supplies.
7. Subject to the **Kitchen Use** Fee, the plates, glasses, and silverware in the Blue House may be used.
8. Renters are not to move **hymnals, banners**, or other CUUF supplies during use without prior permission.
9. Use of the **piano** is only allowed with permission and payment of usage fee.
10. **Children and youth** will not have access to the premises without adult supervision.
11. **Thermostat** in sanctuary is preprogrammed and needs to remain at its setting. If there is a problem contact the Office Administrator.
12. **Alcoholic beverages** are not prohibited, but renter must comply with Washington State Liquor Control Board regulations and pay the kitchen use fee.
13. **Advertising for political or issue-oriented events** may use the church address but not the name of Cascade Unitarian Universalist Fellowship. Renter must avoid the impression that CUUF address is the address for the renter.
14. **Nails, tacks, screws, staples, or paint-damaging tape** may not be used on the walls, nor may other modifications be made to the building, its electrical system, carpeting, walls, furnishings or surroundings.
15. **Smoking** is not allowed on CUUF property.
16. Burning of **candles** by renters is not permitted in the buildings without permission.
17. **Firearms** are not permitted on the premises.
18. Only **local calls** are permitted on CUUF **phones**.

Cascade Unitarian Universalist Fellowship

FACILITY USE FEE SCHEDULE

as of 2/2015

EVENT	CUUF MEMBERS AND PLEDGING NONMEMBERS		NONMEMBERS	
CUUF functions and related activities	No charge		No charge	
Life passage ceremonies i.e. wedding, memorial, dedication	*Free (donations are encouraged)		Half Day *\$75	Full Day *\$150
Activities with CUUF related purpose Scheduled, Board approved, open to all members, free admission	*Free (donations are encouraged)		Half Day *\$40	Full Day *\$75
Celebrations Parties, showers, etc.	Half Day *\$25 (min.)	Full Day *\$50	Half Day *\$75 (min.)	Full Day *\$150
Nonprofit Organization events i.e.- meetings, recitals	Half Day *\$25 (min.)	Full Day *\$50	Half Day *\$40 (min.)	Full Day *\$75
For-Profit events i.e.- meetings, seminars, performances	Half Day *\$40 (min.)	Full Day *\$75	Half Day *\$75 (min.)	Full Day *\$150

*All events with the exception of CUUF functions and related activities require a \$50 refundable security deposit and \$50 refundable cleaning deposit as well as any other applicable fees. The CUUF Board of Trustees reserves the right to reduce or waive any and all fees and to refuse rental to any organization or individual.

DEPOSITS AND FEES

Security

- A security deposit of \$50 is required for all non-church activities at least 1 week in advance.
- Deposit will be refunded if the building is left in expected condition.
- If a security detail is deemed necessary by the Board, the renter will pay the entire cost of this service.

Janitorial

- A cleaning deposit of \$50 is required for all non-church activities
- Deposit will be refunded if the building is left in expected condition.
- If set-up is requested a \$25 fee will be applied.
- If clean-up is requested a \$25 fee will be applied.
- If food is being prepared and/or a meal served a \$10 garbage fee will be applied.

Kitchen Use

- Use of the coffee service area in the sanctuary is covered by the rental fee. Renters are expected to bring their own supplies of coffee, tea, etc.
- A \$25 fee for full usage of the kitchen in the Blue House will be charged in addition to the rental fee.

Keys

- Arrangements for key(s) will be made with the Office Administrator at least 1 week in advance.
- All keys must be returned to the Office Administrator within 5 days of rental. Key(s) may be deposited in the locking mailbox.
- A deposit of \$35 for each key will be charged and refunded upon timely return of the keys.

Sound System, Piano, Projector Use

- If sound system usage is requested a \$20 fee will be applied (requires a demonstration).
- If TV or projector set-up is requested a \$20 fee will be applied (requires a demonstration).
- If use of the piano is requested a \$20 fee will be applied.

Wireless Internet Access

- Wireless internet service is available at no charge upon request.

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APPLICATION		
Date of Application:		
Group Name:		
Is this is a 501c3 non-profit organization?		
Contact Person:		
Mailing Address:		
Telephone — Day:	Evening:	Cell:
Email:		
Name of Event (if applicable):		
Purpose of Event:		
Cost to Participants:		
Date(s) of Use:		
Time of Event(s)	From:	To:
Facility Use (includes setup and cleanup)	From:	To:

OFFICE ADMINISTRATOR FILLS OUT SECTION BELOW

Applicant is a <input type="checkbox"/> Member <input type="checkbox"/> Pledging Non-Member <input type="checkbox"/> Non-Member	
Areas applicant would like to use:	
Type of Event (see fee schedule)	
Length of time (1/2 day or full day)	
Basic Fee	\$
Security Deposit—Refundable upon approval	\$50 (can be separate check)
Cleaning Deposit—Refundable upon approval	\$50 (can be separate check)
Garbage fee—if food is prepared and/or a meal is served (\$10)	\$
Kitchen use in Blue House (\$25)	\$
Key deposit—Refundable upon return (\$35)	\$ (can be separate check)
Sound system use with demonstration (\$20)	\$
Projector and screen set up and use with demonstration (\$20)	\$
Piano use (\$20)	\$
Special Setup (\$25)	\$
Cleanup—if requested (basic \$25, additional \$25 if kitchen is included)	\$
TOTAL FEES AND DEPOSITS	\$

Fees and Deposits received in the amount of \$_____ From _____
 Renter's Initials_____ Received by _____ Date_____

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The undersigned authorized representative (renter) acknowledges receipt of a copy of the Cascade Unitarian Universalist Fellowship Facility Use Policy and agrees to abide by its terms. The undersigned authorized representative (renter) agrees to take all reasonable measures to ensure the security of the building, will leave the building in good condition and will be responsible for clean-up unless a custodial/sexton fee has been paid, and will be responsible for any damages resulting from use of the facilities. The undersigned authorized representative (renter) agrees to reimburse CUUF for any damage to the premises, including extraordinary clean up, whether or not said damage exceeds the cost of rental and deposits. Violation of the conditions of use may lead to immediate revocation of the undersigned authorized representative's (renter) rights to occupy the CUUF Facilities. In addition the undersigned authorized representative (renter) and facility users shall hold harmless and indemnify CUUF, its members and elected officials, from and against all loss, expense and/or liability for damages or personal injury arising from the use of the CUUF facilities or equipment.

Renter

Signature _____

Title _____

Print name _____

Date _____

CUUF Representative

Signature _____

Title _____

Print name _____

Date _____

CONTACT INFORMATION FOR FACILITIES USE

Cascade Unitarian Universalist Fellowship
1550 Sunset Highway, East Wenatchee, WA 98802

(as of 6/2016)

Our church is located at: 1550 Sunset Highway East Wenatchee, WA 98802
Phone: (509) 886-4023 Email: admin@cascadeuu.org Website: www.cascadeuu.org

As a user of the CUUF facilities, your primary contact person for any questions regarding use/rental of the building is the Office Administrator. The Office Administrator is responsible for the day-to-day scheduling of activities relating to building usage.

- **Contact information for the Office Administrator:**

Matthew Morgan (509)264-5827 (personal cell)

Overall responsibility for the facility use has been delegated to the CUUF Board of Trustees in consultation with the CUUF Facilities Committee.

- **Contact information for the Board president:**

Ben Knecht (509) 669-7314 (personal cell)

- **Contact information for Facilities Committee person:**

Doug Taylor (509) 888-0983 (personal cell)

Don Oliver (509) 679-3308 (personal cell)

Other important numbers you should have handy are the following:

- ◇ **Emergency: 911**
- ◇ **Police: 884-9511**
- ◇ **Fire Department: 663-9911**