

**UNITARIAN UNIVERSALIST CONGREGATION OF THE QUAD CITIES
BUILDING USE POLICY (October, 2010)**

I. FUNDAMENTAL UNDERSTANDINGS

- A. This policy statement will facilitate scheduling events at the church by the office administrator, according to the rules and forms accompanying this document.
- B. The purpose of use must be fully disclosed by the user. If the proposed use is found to be unfairly exclusive or at odds with our mission, requests may be denied.
- C. Membership is described in the by-laws. Building use requires that an individual be a member for one year prior to their free use or sponsorship use.

II. PRIORITIES, DEFINITIONS OF USE, SCHEDULING

- A. All space use will be prioritized based on date of application and availability. ONLY THE OFFICE ADMINISTRATOR WILL ENTER SCHEDULED REQUESTS ON THE CHURCH CALENDAR, thus check first for availability.
- B. Church Committees and church sponsored activities have priority. Events supporting the budget of the church take precedent over all other building uses. Requests for meeting space should be made to the Office Administrator by filling out the building request form or by DIRECT phone conversation. It is expected that these groups will leave the premises in as good or better condition than they were found.
- C. PERSONAL USE: #1 Members are entitled to personal use of the Community Room once per calendar year, with rental charges waived.
 #2 If members wish to invite the entire church family to a party celebrating an immediate family-related rite of passage, (memorials, anniversaries, child dedications, graduation, adult birthdays, retirement), rental fees are waived. Janitorial fees will be collected. Neither privilege is to be used for fundraising nor for conducting business operations by an outside organization. A building request form, refundable deposit, alcohol policy agreement, (if applicable), key deposit, and janitorial fee must be submitted to the office manager before the event can be scheduled. (see attached agreement page)
- D. OUTSIDE REQUESTS FOR USE INCLUDING FUND RAISING The normal rental fees and custodial fees will be assessed. If an outside organization can find a member or church committee to act as sponsor, accepting responsibility for locking and unlocking the building, and making sure the facility is cleaned up and in the condition in which it was found, the fees may then be those charged for a member rental. In all cases, the Building use committee or its subsequent designee must approve the use, based on its own merit. All contracts for group rentals will be reviewed annually, and updated if needed.
- E. URGENT USE: In cases of immediate need, such as fire, to support social justice, or for outreach to our community, the Facilities Advisory Panel may allow gratis use of the building.

INITIAL HERE _____

III. PUBLICITY

- A. Please submit a copy of your advertising to the Office Administrator prior to publishing it elsewhere.
 - 1. All publicity must have the approval of the Board of Trustees if there is any stated or implied church sponsorship. Be certain that all advertising names the SPONSOR of the event. The name and address of the church can be used for purposes of locating the event.
 - 2. Do not publish the church telephone number for nonchurch-sponsored events..

IV. TERMS AND CONDITIONS OF USE

- A. The deposit is due when the space is reserved.
- B. Cancellation with less than two weeks notice will result in retention of \$50.00 from the damage deposit.
- C. The renter is responsible for all damage to church property. No part of the building can be marred by any affixed decorations. Costs to repair damage will be deducted from the deposit. Damage exceeding the deposit will be billed to the renter. The church is not responsible for damage to or loss of personal property. Security is provided by the renter.
- D. The renter must confine their party to the space(s) and restrooms rented.
- E. Children must be supervised by an adult at all times.
- F. Furnishings are moved only with prior approval of the Building Use Committee or office administrator and are returned to their place by the renter. Great Room chairs can be removed only with approval of the Building Use Committee, and by church employees or volunteers.
- G. Renters are responsible for all clean-up except floors and bathrooms.
- H. No wedding runners can be used on the Great Room (Sanctuary) floor.
- I. **NOTHING EXCEPT MUSIC SHALL BE PLACED ON THE PIANO**, which is tuned 2 to 4 times each year. If additional tuning is required, the piano will be tuned by the church provider and billed to the renter.

V. BEVERAGE AND ALCOHOL POLICY (See attached agreement)

- A. **Serving beverages other than water in the Great Room (Sanctuary) must have prior approval from the Building Committee.** If alcoholic beverages are served on our premises, an Alcohol Policy Agreement must be signed, and a copy of the declaration page of the responsible party's homeowner policy showing the limits of the policy must be provided, and all state and local laws applying to the serving of alcohol must be observed. The church will be held harmless for any damages or attorney fees which may be sustained as a result of serving alcoholic beverages at any function for which the church is used.

INITIAL HERE -----

**Unitarian Universalist Congregation of the Quad Cities
3707 Eastern Avenue, Davenport, Iowa 52807
563-359-0816**

MEMBER'S PERSONAL USE OF COMMUNITY ROOM

Name _____ Address _____

CITY, STATE, ZIP

Phone (home) _____ (work) _____

Purpose of Gathering _____

Number of attendees _____

Date reserved _____ Time : from _____ to _____

Alcohol served? Yes No

- I. Please initial pages 1 through 3 of this document as you read them to acknowledge our building use policies.
- II. Refundable Damage Deposit -- \$100.00
- III. Key Deposit -- \$25.00
- IV. Janitorial Fees -- \$25.00

Contract signer is responsible for :

1. Arranging for appropriate tables and chairs to be moved from the church to the Community Room **BEFORE** the scheduled event. There **May BE NO ACCESS** to get them on the day **of** the event.
2. Placing tables and chairs as they were found, and folding or stacking any additional furnishings (those moved from the main part of the building for the event).
3. Carrying trash outside to provided receptacle. Please do not remove bags containing liquid from the receptacle while inside the building. Carry the entire waste container outside before removing the liners.
3. Taking recyclables home.
4. Picking up litter from the church grounds.

IF THESE 5 ITEMS HAVE NOT BEEN COMPLETED, ADDITIONAL
FEES WILL BE ASSESSED FROM THE DAMAGE DEPOSIT

V. Contract Agreement

The undersigned, _____ agrees to use the Unitarian Church, Davenport, Iowa, as indicated above and agrees to meet all the policies stated on the contract agreement and in the Building Use Policy. (Attach alcohol agreement if applicable)

By _____ Responsible Party

Received _____ (Amount) _____ (Date)

UNITARIAN UNIVERSALIST CONGREGATION OF THE QUAD CITIES
 3707 Eastern Avenue, Davenport, Iowa 52807
 563-359-0816

Serving beverages other than water in the Great Room (Sanctuary) must have prior approval from the Facilities Use Panel

ALCOHOL POLICY AGREEMENT

If alcoholic beverages are to be served, the responsible party agrees that no alcoholic beverages will be sold on the premises at any time, either directly or indirectly through voluntary contributions or otherwise. There shall not be present a dish or any other container available for the deposit of coins or bills. It is understood that the church does not have an Iowa State Liquor License, which must be held by any establishment which may legally provide liquor for the receipt of money

If alcoholic beverages are served, an Alcohol Policy Agreement must be signed and a copy of the declaration page of your home owners policy showing the limits of the policy and the policy period must be attached. Bear in mind that these policies often do not cover damage on rented facilities. The person or persons undersigned here are responsible for all liability in connection with serving alcohol and agree to use proper discretion in the dispensing of alcoholic beverages. No alcoholic beverages shall be served to anyone under the legal age, nor shall anyone not of legal age be allowed to use alcoholic beverages on the premises. No alcoholic beverages are to be left or stored over night on church premises. The responsible party shall comply with all Iowa laws and Davenport ordinances.

The responsible party agrees to indemnify and save harmless the church and any member of the Board of Trustees or Facilities Use Panel associated with the church, for any damages or attorney fees which may be sustained as a result of serving alcoholic beverages at any function for which the church is used.

Responsible Party as Represented By _____

Print Name _____

Address _____

Phone number _____

Signed this day _____

Certificate of Insurance attached? Yes ____ No ____

Unitarian Universalist Congregation of the Quad Cities
RENTAL AGREEMENT (NON-WEDDING)

Renter is responsible for the following:

1. ARRANGING FOR NEEDED EQUIPMENT WELL IN ADVANCE.
2. Placing tables and chairs as they were found, and folding, stacking, and storing any additional equipment.
3. Carrying trash outside to provided receptacle. Please do not remove bags containing liquid from the cans while inside the building. Carry the entire waste container outside before removing the liners.
4. Recycling appropriate items.
5. Picking up litter from the church grounds.

IF THESE 5 ITEMS HAVE NOT BEEN COMPLETED, ADDITIONAL FEES WILL BE ASSESSED FROM THE DAMAGE DEPOSIT.

Fees based on 3 hour rental and include janitorial fees for floors and bathrooms. (Additional hours at \$75 for non-member, \$25 for member.)

| | NON-MEMBER | MEMBER OR APPROVED MEMBER-SPONSORED USE |
|---|------------|---|
| Sanctuary/Great Room (capacity 200) | \$ 300 | 150 |
| Community Room (capacity 50) | 80 | 40 |
| Social Hall (capacity 120) | 120 | 60 |
| Lounge (capacity - 40 (with round tables) | 100 | 50 |
| 50 (with banquet tables) | | |
| 60 (chairs only) | | |
| Kitchen | 100 | 50 |
| Social Hall, Lounge and Kitchen | 300 | 150 |

Date requested _____ Time in _____ Time out _____

Alcohol served? Yes No

Purpose of event _____

Equipment required _____

Renter _____ Address _____ Phone _____

(If not a member, do you have a member or committee sponsor? If so, please put the contact person's name, address, and phone number here: Name _____

Address _____ Phone _____

Person responsible for set-up and take-down _____

Key holder responsible for lock-up _____

Lock and unlock fee (no key holding member available) \$25

Refundable Damage deposit \$150 Sound system fee \$25

 Piano use \$25 Screen and projector \$25

Total _____ Refundable _____ Received \$ _____ By _____

Signed _____ Date _____

**Unitarian Universalist Congregation of the Quad Cities
WEDDING RENTAL CONTRACT (NON-MEMBER)**

Name _____ Address _____
CITY, STATE, ZIP _____
Phone (home) _____ (work) _____ (cell) _____
Number of attendees _____ Area requested _____
Rehearsal date _____ time from _____ to _____
Wedding date _____ time from _____ to _____
Officiant _____ Officiant phone # _____
Reception? Yes No Sound system required Yes No
Alcohol served? Yes No

(YOUR OFFICIANT MUST CONTACT OUR MINISTER BEFORE YOUR EVENT DATE CAN BE RESERVED!!!!)

- I. Policies -- Please initial pages 1 through 3 of this document as you read them.
II. Damage Deposit

1. \$150.00 for wedding ____ 2. \$150.00 for reception

The following must be completed by the renter, the caterer, or their contractual help, whose names and phone are listed here: _____

1. All kitchen items must be washed, cleaned, and put away.
2. Furniture moved by prior request has been returned to its original location.
3. Carry all trash containers outside, then remove the liners and carry the bag to the provided receptacle. Do not remove liners inside the building.
4. Recyclables have been taken home.
5. Litter as a result of the event has been picked up from the church grounds.

- IV. Rental Fees (Janitorial fees for floors and bathrooms are included. If additional janitorial service is required, the fee will be retained from the damage deposit.)

For a small wedding with 8 or less in attendance , a fee of \$25 will be charged for locking and unlocking the building. _\$25_____

Entire main floor, 3 1/2 hour minimum (1 to 1 1/2 hour rehearsal and 2 to 2 1/2 hour wedding) \$325 Additional hours at \$75 per hour _____

Reception (catered) \$75 per hour _____(4 hour maximum)

Reception (full kitchen use) \$100 per hour (4 hour maximum) _____

EQUIPMENT NEEDED _____

V. Contract Agreement-- I (We) agree to use the Unitarian church, Davenport, Iowa, as indicated above and to meet all the requirements as stated in the policy, alcohol, and rental agreements as applicable.

By _____ (signature of responsible party)

Received _____(Amount) _____(Date)

**Unitarian Universalist Congregation of the Quad Cities
WEDDING CONTRACT FOR MEMBERS**

Name _____

Address _____

CITY, STATE, ZIP

Phone (home) _____ (work) _____

Number of attendees _____

Areas and times requested _____

Rehearsal date _____

Wedding date _____ Time: from _____ to _____

Officiant _____ phone _____ (YOUR OFFICIANT
MUST CONTACT OUR MINISTER BEFORE YOUR EVENT DATE CAN BE RESERVED

Alcohol served yes no

I. Policies -- Please initial pages 1 through 3 of this document as you read them.

II. Key deposit -- \$25 if applicable

III. Janitorial Fees -- Wedding only \$25.00 Wedding and reception \$75.00

The following must be completed by the member, the caterer, or their contractual help,
whose names and phone are listed here: _____

1. All kitchen items are washed, cleaned, and put away.
2. Tables and chairs are returned to area where they were found.
3. Trash has been carried to provided receptacles. Please do not remove bags containing liquid from the cans while inside the building. Carry the entire waste container outside before removing the liners.
4. Recyclables have been taken home.
5. Litter on the church grounds resulting from the event has been picked up.

IV. Additional requirements or equipment needed: _____

1. Audio System _____ 2. Piano _____ 3. Candelabra _____
4. Tablecloths _____ Fee \$3.00 each

V. Contract Agreement

I (We) agree to use the church as indicated above and to meet all the requirements as stated in the policy, alcohol, and rental agreements as applicable.

By _____ (RESPONSIBLE PARTY)

Received _____ (Amount) _____ (Date)