

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Facility Use and Rental Policy Procedure		
	DOC No./ REV.	P006 Rev B	
	ORIGINATOR	Paul Nelson and Mary Chimarusti	PAGE 1 OF 6
	COMMITTEE	Buildings and Grounds	APPROVED DATE:

1. POLICY:

Buildings and Grounds (B&G) is a standing committee under the responsibility and guidance of the Facilities Manager of the Board of Trustees. The B&G Committee monitors the building and ground usage, by the following types of internal and external groups: committee meetings, church sponsored events, people requesting tables for Sunday morning, and renters.

The B&G is responsible for the building and grounds maintenance and housekeeping. This includes ensuring a safe, clean environment for all church activities and renter usage.

- a) Maintenance of the building ensures that the facility is in proper working order and up to date to governmental regulations, this includes: electricity, plumbing, air conditioning, sprinklers system, and fire alarms. The cleanliness of the building includes twice a week cleaning and supplies for the bathrooms and kitchen.
- b) Maintenance of the grounds ensures a safe and aesthetically pleasing environment.

The Building and Grounds Committee is responsible for ensuring that all groups and committees using the Church check the facility before leaving and that all rooms are cleaned and returned to their original condition, thermostats are set to 68 degrees, all doors are closed from the hallway and all outside doors are locked

The Building and Grounds Committee is responsible for the art & décor of the building and grounds:.

- a) To define and design, décor, furnishings and refurbishment projects for the building and grounds
- b) The art and décor should support & encourage freedom of expression and be a continuing venue for aesthetic and artistic enrichment of ethical and liberal religious ideals of NUUC. Issues of diversity, individuality, complexity, creativeness, artistic quality, and the presentation of ideas and issues are considered in the selection art. Art hung in the building needs to enhance the spiritual journey of NUUC Members, Friends and Visitors, keeping in mind the safety of children and be in keeping with the shared ministries of NUUC
- c) Placement of art, wall hangings, furnishings and bulletin boards are the responsibility of the B&G committee.
- d) Any art that goes out to the public (i.e. T-shirt designs, posters, flyers, etc), must be approved by both the B&G Committee and the Communications Committee.

2. REFERENCED DOCUMENTS:

- P003 – Communications Committee Policy/Procedure
- P005 – Membership Committee
- F005 - Non-Profit Rental Contract Form
- F006 - Public Rental Contract Form

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- F009 - Member /Friend Rental Contract Form

3. DEFINITIONS:

- Groups Chairs – Is the leader/organizer requesting to use all or part of the building or grounds.
- Renters: There are three (3) types of Renters which correspond with separate rental contracts:
 - a) Public - Companies or individuals who are not Members (or relatives of members) of NUUC wishing to rent Northwoods’ facilities
 - b) Non-Profit Groups – Non NUUC groups wishing to rent Northwoods’ facility
 - c) Members and pledging Friends of NUUC who wish to rent Northwoods’ facilities for personal use private parties, weddings and memorials.
- Affinity Groups: Formed by Members of Northwoods in accordance to Northwoods UU principles which include NUUC members and may include outside community members
 - a) Children’s Community Groups– any children of members who are part of school groups or community groups (band, cheerleading, dance teams, sports teams, scouts, etc.) may use the facility to have fundraisers for their groups (i.e. cookie, mulch, candy, races, etc.), for their groups.
 - b) Children’s Community Groups will use the facility in the same manner as Affinity Groups
- Committees: Ministries, Committees Appointed committees defined per the Bylaws and the BOT.
- Immediate Family: Parents, spouses, partners and children

4. PROCEDURE STEPS:

Step	Activity 1: FACILITY USE	Responsibility
A	All members, groups, committees, renters etc. wishing to use any part of the Church building need to contact Church Administration to schedule time and room availability	Church Admin
B	New affinity groups formed will be reviewed and a report made to the BOT to ensure that a NUUC member is part of the group so that they may use the Northwoods rent free. Affinity groups may use the Church free of charge.	B&G Chair /Church Admin / BOT
C	All groups are responsible for cleaning up and returning Church to original condition after meeting or activity.	Group Chairs

Step	Activity 2: RENTALS	Responsibility
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Step	Activity 2: RENTALS	Responsibility
A	The church calendar will be checked for availability and event placed on calendar.	Church Admin
B	Long term rentals are approved by the Board of Trustees before rental contracts are signed.	Church Admin/ BOT
C	<p>Church Administrator is authorized to negotiate rental contracts using the fee structure and guidelines contained in the NUUC Rental Contracts.</p> <p>a) The Church Administrator will ensure a contract is signed before use of the facility. A rental contract appropriate for the event is signed and discussed and any required deposits received.</p> <p>b) There are three (3) Rental Contracts that are to be used for the appropriate group.</p> <p>c) F005 – Non-Profit</p> <p>d) F006 – Public</p> <p>e) F009 – Members / Friends</p> <p>• NUUC Members and Pledging Friends receive free rentals for *Weddings and *Memorials, except Sound System use.</p> <p>* One member of the immediate family must be a NUUC member.</p> <ul style="list-style-type: none"> ▪ Rentals for NUUC Members and Friends for personal events (i.e., birthday party) receive the discounted rate. <p>f) No rent is applied for Church related events and meetings</p> <p>g) All church Committees and Affinity Groups may use the Church free of charge</p>	Church Admin
D	All renters are responsible for checking and cleaning the building before departing, closing the doors into the hallway, and ensuring the outside doors are locked and reset of thermostats are made.	Renters, B&G Members
E	All rental contracts are renewed yearly by the Church Admin for changes. Any changes to the contract will be forwarded to the BOT for approval. If there are no changes the Church Admin renews the contract.	Church Admin
F	a) Separate checks for the Security and Rental Fees should be	Church Admin

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Step	Activity 2: RENTALS	Responsibility
	<p>collected from every renter when Contract is signed.</p> <p>b) Security Deposit will only be cashed in the case of Renter leaving the room in unsatisfactory condition or not returning NUUC keys.</p> <p>c) Charges are clearly stated on the Contract.</p> <p>d) Clean-up standards should be explained to each renter when Contract is signed. Initial Rental Fee (1/2 of the Total Fees) reserves the room and serves as a “good faith” deposit. It will be applied towards total fees, refunded in case of cancellations prior to one week of event or cashed as a cancellation fee within one week of the event.</p>	
G	<p>a) Rentals are booked on a first-come, first-serve basis, except in the case of certain events such as a funeral. In the case of any conflicts, first-booked rental should be honored followed by any NUUC event.</p> <p>b) Upon signing a completed Rental Contract, NUUC Church Administrator and Renter should verbally discuss the policies and fees outlined in the Contract.</p> <p>c) After negotiations are complete, one (1) each signed copy of all Rentals Contracts go to:</p> <ul style="list-style-type: none"> ▪ Church Office Files, ▪ Renter ▪ Board Treasurer. 	Church Admin
H	<p>a) When necessary, Renters will be issued keys on a temporary basis. All Key Holders must be entered into the Key Log and sign the Key Holder Responsibility Form. All issued Front Door Keys must be recorded by their number. All keys should be returned before Security Deposit is refunded.</p> <p>b) NO Church Office Keys may be issued to Renters</p>	Church Admin

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Step	Activity 3: AFFINITY GROUPS	Responsibility
A	Affinity groups may use Church space free of charge	B & G Chair Church Admin
B	The Chair of the group must be a member in good standing per membership definition as stated in the By Laws.	Group Chair
C	The group must be advertised for Northwoods members first and must get BOT approval to advertise to the outside community	Group Chair
D	The affinity groups activities should strive to further the UU principals, practices and purposes to the community	Group Chair
E	The affinity group needs to check with the Church Administrator for Church space availability	Group Chair /Church Admin
F	Affinity group contracts should be reviewed yearly	B&G Chair / Church Admin

Step	Activity 4: ART /DÉCOR	Responsibility
A	Donated art must have an agreement about its future history on the back of piece, and is considered the art a gift-in-kind a) The donator may request the art back if the Church does not continue to use it b) If no agreement is written the Church may do what it wants with the piece such as use it for a fund raiser, give it away, etc c) All art donated must be in keeping the art/décor policy	Com Members
B	Committee will determine refurbishment needs, including design, functionality, color and materials to be used, and will set priorities and cost to each project.	Com Members
C	Once design is defined and prioritized, the Committee will submit a list to the B&G Committee to follow up with the Board as need.	Com Members
D	This Committee may advise the B&G Committee on landscaping projects to improve safety and comfort for members and friends and to improve the outside appearance of the building	Com Members

5. OTHER INFORMATION - (Attachments, records, other comments as needed):

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- All Rental Contracts are available through the Church Administrator
- If Sound System is requested the Church Admin will contact Music Coordinator for an available sound technician. Sound Technicians are paid \$25.00 per hour out of the rental fee of \$50.00 per hour for the sound system.