

All Souls Unitarian Universalist Community Facility Use

Church resources are available for all-church events, for use by church groups, for private events for members and pledging friends, and for rental by outside groups at the discretion of the Facility Chair and the Board.

Availability -- The All Souls Unitarian Universalist Community is a registered nonprofit. Therefore, rentals will not be made for outside fundraising events or for the use of endorsing a candidate and/or ballot measure. Renters may not charge an entrance fee, a registration fee, or a suggested donation from those attending their event.

Priority for Use – Preference for use of the facilities will be in the following order:

1. ASUUC services and committee meetings – including such uses as the Annual Business Meeting
2. ASUUC connected groups – such as TGIF and Monday Meditation. By definition these groups:
 - a. Are open to all ASUUC Members and friends
 - b. The members of these groups participate fully in the life of the ASUUC community
 - c. These groups may have some members from outside the ASUUC community but the preponderance will be ASUUC Members or friends
 - d. Have Board sanction
 - e. Report annually to the congregation on their plans and activities
3. ASUUC special interest groups – such as Writers Group and Exercise Group. By definition these groups:
 - a. Are open to all within the constraints of what the group is about (i.e. choir)
 - b. Have a purpose consistent with the Seven Principles of the UUA
 - c. Have a substantial overlapping of membership (at least 50% of the group are ASUUC Members or friends)
 - d. Have Board sanction and have a sponsoring ASUUC Member
 - e. Report annually to the congregation on their plans and activities
4. ASUUC Member sponsored group one-time use – including such uses as “rites of passage” celebrations (weddings, birthdays, memorials, etc.) The ASUUC Member is also a member of the other group and is sponsoring their use.
5. ASUUC Member sponsored group multi-time use –
 - a. **The ASUUC Member is also a member of the other group, is sponsoring their use, and will be responsible for communication between the group and All Souls.**
 - b. **The group’s schedule will with rare exceptions be on the same day of each month. All such changes will be pre-approved by the Facilities Coordinator in time for review at the meeting of Board of Trustees prior to the event.**

Scheduling Use – All use is scheduled through the Facility Scheduler who will maintain a schedule calendar. Requests are not necessarily granted on a “first come, first granted” basis; the Priority for Use (see above) will be considered where there is conflict. Once scheduled, reservations will be honored to the extent possible. Conflicts will be resolved by mutual consent whenever possible, or according to the above stated priorities. Routine requests for use may be approved by the Facility Scheduler. The Facility Scheduler may request decisions on priorities from the Board when required.

Payment for Use – All non-ASUUC groups are expected to pay a rental fee for use of the facilities. (ASUUC Members are not required to pay for “rites of passage” but may do so if they so wish.) A fee schedule will be made available upon request. Payment must be accepted by the ASUUC Treasurer prior to use of the facility.

Clean-up – Agreement signers are responsible for set-up and clean-up. All users of the building are expected to return the facility to the condition in which it was found (or better) upon conclusion of each use.

Damage – Agreement signers are required to pay for any breakage or other damage they might cause to the building or its furnishings through misuse or carelessness. Charges will be based on the actual cost of repair or replacement.

Waste Management – All users of the facility are expected to follow green waste management procedures:

- ✗ Reduce the amount you discard;
- ✗ Reuse as much as you can;
- ✗ Recycle waste materials; and
- ✗ Properly dispose of materials that you cannot reuse or recycle.

There are appropriate recycle containers on the side of the building and a waste container (dumpster) in the upper parking lot.

Security – The ASUUC sponsor must be in attendance during the use and be responsible for such use. They will have a key to the facility to be used to open the door prior to use and to relock it after the use.

Personal Injury/Loss – Users of the facility agree to absolve the church of responsibility in connection with personal injury and /or the loss or damage of any personal property during use of the facility. Children must be supervised and not allowed to run freely about. The church is not responsible for the actions of anyone renting the facility.

Smoking and Alcohol – The All Souls Unitarian Universalist Community is a smoke-free and alcohol-free facility.

**All Souls Unitarian Universalist Community
Facility Use Request/Agreement**

Event Description _____

Organization _____

Address _____

Phone/E-Mail _____

ASUUC Sponsor _____

Address _____

Phone/E-Mail _____

Use Requested For:

Purpose _____

Date(s) _____

Time(s) _____

Fee Schedule

Up to 3 hours\$100

Each additional hour.....\$30

The person signing this document will be considered by ASUUC to be the responsible party who will be present at the event, will communicate as necessary with the Board on requests for changes in description and schedule, and will ensure that the event is conducted in a manner consistent with Unitarian Universalist Principles and with the Facility Use Policy.

Sponsor Signature _____ Date _____

Facility Scheduler Signature _____ Date _____

Rental Fee Paid: Date _____ Received by _____