

MMUUF Building Use Policy and Guidelines

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A. Statement of Policy

It is the policy of the Mount Mansfield Unitarian Universalist Fellowship (MMUUF) to make its building facilities available to individuals and groups in the community that seek to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations or other activities that are compatible with our mission statement and other church policies. This policy provides the guidelines for use of the Fellowship's property. This policy is created by the Fellowship's Steering Committee, and may be reviewed and amended from time to time at the Steering Committee's discretion.

Currently MMUUF owns a renovated barn (hereinafter referred to as the "Barn") located at 195 Vermont Route 15 in Jericho, Vermont. The Barn has a large meeting room (the Sanctuary), three (3) classrooms (Classrooms 1 through Classroom 3), and a combined entranceway/classroom (Classroom 4). The property also includes one (1) acre of land (with parking) surrounding the Barn.

B. Permission to use the MMUUF's property may be given when the following conditions are met:

1. Fellowship Use

The Barn is available for use at any time for events directly related to MMUUF, except where such use would interfere with the activities of a long-term renter. This includes services, committee meetings, annual meetings, and Fellowship-sponsored events. In general, Fellowship-related use takes priority over other uses of the Barn. However, consideration should be given to the effects on other uses. The Barn will be available at no charge to members in good standing for Fellowship activities (committee meetings, religious education, auction events, etc), as well as for rites of passage. Rites of passage shall be defined as: weddings/commitment services, memorial services, child

dedication, coming of age, or any service that is approved by the Steering Committee. A discounted fee will be charged to members for other usage (see rate schedule).

2. Property Use by Individuals

Use of the Barn by individuals for rites of passage, celebrations or meetings shall require a completion of a Building Use Agreement Form (Reference Document 1) and payment of rent as specified in the agreement prior to property use. Rental fees shall be in accordance with the current MMUUF Rental Fee Schedule (Reference Document 2). Rental fees for Rites of Passage may be waived if an individual is a member in good standing.

3. Property Use by Special Interest Groups

The MMUUF Steering Committee may recognize as "Special Interest Groups" those organizations whose purposes and intentions it finds to be in sympathy with the principles of the Unitarian Universalist Association and the mission of this Fellowship. The Steering Committee may terminate such recognition upon finding that the organization no longer meets these qualifications.

Use of the Barn by Special Interest Groups shall require completion of a Building Use Agreement Form. The MMUUF Steering Committee may waive the payment of security deposits by Special Interest Groups. Special interest groups may publish information in the Fellowship's newsletter and website. Such published information may be limited in kind and quantity at the discretion of the MMUUF Steering Committee.

Nothing in this Policy shall be construed as infringing upon the control of Special Interest Groups by their own membership.

1. Short-term use (events)

The Barn may be used on a short-term basis for events such as weddings, dances, concerts, seminars, conferences, etc. A short-term use is defined as an event lasting 2 days or less, or else with approval from the Steering Committee.

2. Long-term Use

The Barn or portions of the Barn may be rented to individuals or organizations on a long-term basis. Long-term renters must enter into a lease agreement with the Fellowship and must agree to abide by the terms of the lease. Long term use consists of more than two days, or with approval from the Steering Committee.

C. Guidelines for Building Users

Building users are required to adhere to the following policies and guidelines when renting the facilities.

1. **PUBLICITY:** Do not use the MMUUF name as the sponsoring organization in any advertising or promotional literature for your event, unless it is an "official" Unitarian Universalist Society event. Do not publish the Fellowship's phone number as the number to call for further information about your event.
2. **RESTORATION OF PREMISES:** Leave premises and equipment in the same condition as when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. Renters are to assume full responsibility for repairs required restoring to original condition. Decorations or other materials may not be placed on walls, windows or furnishings without prior approval. All decorations are to be removed at the conclusion of the event.
3. **FACILITIES USED:** Use of premises is restricted to only those indoor and outdoor facilities and to those times, which are specified in the Building Use Agreement. Use of the facilities **MUST BE TERMINATED AT THE AGREED UPON TIME.**
4. **CHILDCARE:** If renters are using a portion of the facilities for childcare, no person under the age of 18 years may be solely providing that childcare. Children and youth (under 18) must be supervised at all times, especially when the playground is used.
5. **EQUIPMENT USED:** Renters may be granted permission to use the fellowship equipment with prior arrangement.
6. **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. Disregard for care of carpets will subject deposit to forfeiture. Candles are to be used only with advance permission and only in fireproof containers. Any decorations used near candles must be fireproof. Protection must be used so as to prevent candle wax from spilling on the carpet.
7. **USE OF KITCHEN:** Use of the kitchen may include all equipment and appliances in the kitchen. Renters are to bring their own food, including coffee, tea, sugar, cream, etc. Any items washed by hand should be dried and put away. All garbage is to be placed in containers provided. Any food placed in a refrigerator or freezer by renters must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor and tables.
8. **ALCOHOLIC BEVERAGES:** No alcoholic beverages shall be served or available during the leased period unless Lessor grants prior permission. Furthermore, permission shall not be granted without Lessee's agreement to abide by the Alcohol Use Policy described in Section E.

9. **SMOKING POLICY:** Smoking is not allowed in the building and must be confined to the designated areas outside the building. Smoking materials are to be completely extinguished and disposed of outside in containers provided or removed from the premises.
10. **PARKING:** Renters and their guests will park only in designated parking areas on MMUUF property. Renters will be expected to respect handicap parking spaces. At no time will renters park in such a way as to interfere with access to or from the property of neighbors of the Barn. Renters and their guests will refrain from parking on Route 15.
11. **ANIMALS:** Animals are prohibited inside the barn with the exception of guide animals, or with approval from the Steering Committee.
12. **NOISE:** Renters will be expected to respect the person and property of the Barn's neighbors. Excessive noise and other disruptive behavior leading to reasonable complaints from neighbors will result in a forfeiture of deposit.
13. **RECYCLING IS ENCOURAGED.** Containers for recyclable materials are provided. All garbage should be placed in the appropriate containers.
14. **PRIMARY CONTACT:** One person over the age of 18 must be designated for each group, and will be held responsible for the actions of the members of that group (See Section D). This *Primary Contact Person* is responsible for securing the space after use by their group: turning off the lights and heat, cleaning out the trash, and removing any group materials.

Any use of the building in violation of these policies will result in a forfeiture of deposit. A second offense by the same renter will cause the person or organization in violation to be permanently barred from further use.

D. The Responsibilities of being a Primary Contact Person

The Steering Committee has charged each primary contact person to be responsible for the following items:

1. Before leaving, check all **DOORS** and **WINDOWS** to be sure each is closed tightly and locked (someone may have gone out a different way, or opened a door for ventilation). Do not rely on automatic closers. Check to be sure that it locks!
2. Turn off all **LIGHTS** and follow instructions for heating/air conditioning posted by the thermostats.

3. If you used the coffeepot, or anything ELECTRICAL, be sure it is turned off or unplugged and put away.
4. Be sure all candles are completely extinguished.
5. Anything that was hand washed must be dried and put away before leaving. Do not leave them in the dish rack or on the counters.
6. Garbage and recyclables must be removed from the building and placed in the containers provided.
7. Do not lend the key to anyone. If someone is requesting a key from you, please refer them to a MMUUF Steering Committee Member or the Administrator.
8. Keys must not be duplicated and they must be promptly returned when no longer needed. If a key is lost, a fee may be charged to pay for changing the locks on the building.

E. ALCOHOL USE POLICY

Groups using MMUUF facilities may be granted the privilege of serving alcoholic beverages. If this privilege is granted, the following policies must be observed.

1. Alcohol use is permitted provided the renter shows proof of acceptable insurance protection to cover possible liability related to the use or abuse of alcohol during or after an activity hosted by a renter.
2. Alcoholic beverages to be served are to be provided only by the host or host group.
3. Only beer or wine (including champagne) may be served. No distilled beverages are allowed.
4. Food must also be served when alcoholic beverages are served.
5. Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally prominent as the alcoholic beverages.
6. Underage drinking, as defined by Vermont Law, is prohibited and must be strictly enforced.
7. Alcoholic beverages must be provided free of charge.
8. Recycling is encouraged in the use of plastic, metal, or glass containers.

F. Cleaning options:

Members of the Fellowship will be responsible for cleaning after fellowship activities. All other users of the building will be responsible for their own clean-up.

G. Damage:

All short-term users must pay a deposit (see rate schedule) to guard against damage. After an event, the Fellowship will inspect the Barn for damage. Any damage will be repaired and the costs will be deducted from the deposit. If the amount of the deposit is insufficient to cover the costs of cleaning and damage, the individual or organization will be responsible for repairs and cleaning to return the Barn to its original state.

H. Locks and keys

1. The Fellowship's administrator will be responsible for keeping the keys to the Barn and making them available to those who need them.
2. Copying of keys by anyone other than the administrator is forbidden.
3. Keys will be available to any Fellowship member who has a demonstrated need to carry one. If the need is short-term, the key will be made available on a temporary basis.
4. The Fellowship will replace the locks on the Barn every three years.
5. Renters must return keys after they are done using the Barn.

Please remember that the Barn is our sacred space. We appreciate you treating it with the proper respect. Thank you.

Building Use Rental Agreement
Mount Mansfield Unitarian Universalist Fellowship (MMUUF)
195 Vermont Route 15
Jericho, Vermont 05465

Phone: 802-899-2558

email: info@mmuuf.org

Website: www.mmuuf.org

Requested by: _____

Purpose of event: _____

Primary Contact person(s): _____

Phone Number:(home) _____ (work) _____

Email Address: _____

US Mail Address: _____

Will you charge a fee? _____ If so, how much? _____

Public _____ Private _____ Are you a Member _____ or Non-Member _____

Space Requested:

Sanctuary _____ Classroom 1 _____

Classroom 2 _____ Classroom 3 _____

Classroom 4 _____ Kitchen _____

Date(s) Requested: _____

No. of people expected: _____

Time: Event _____ to _____; Arrive _____; Leave _____

(Includes set-up & take down)

Advance Preparation, Furniture needed, other? _____

Alcoholic beverages are not permitted in the church building without special permission. Requesters must agree to be financially responsible for any and all damages that may occur during your use of these facilities. We expect renters to be responsible for their own clean-up.

* Cancellation less than 3 days before a scheduled event may result in forfeiture of deposit.

RATE SCHEDULE

Rates	All include use of Emerson Room
Entire building	\$30/hr \$200/day
Sanctuary	\$20/hr \$150/day
1 Classroom	\$10/hr \$50/day

Long Term Use

Please contact the MMUUF Steering Committee.

Rate Discounts

Fellowship Use: Free

Member, Rite of Passage: Free

Member, other event in which the member is taking part: discounted 50 %

Special Interest Group: discounted 25%

Special consideration will be given to groups and individuals at the discretion of the Steering Committee.

Renters must agree to be financially responsible for any and all damages that may occur during your use of these facilities.

Applicant's signature _____ Date _____

MMUUF Representative signature _____ Date _____

Building Use Rental Agreement

Mount Mansfield Unitarian Universalist Fellowship (MMUUF)

January 2011