

BUILDING USE POLICY

The building of First Universalist Church is available for meetings and programs that are compatible with the mission and vision of the church. This policy will ensure that use of the building does not unduly interfere with regular programs of the church, its committees and members and promote good stewardship of the building and its furnishings and guard against building damages.

GROUP PRIORITIES

The following guidelines for group classifications is given so that we may be better able to use the church building to foster our UU values in the world without putting stress on our space.

Sponsored Groups – Church groups sponsored by First U programming and minister. (Fellowship and Congregational programming). e.g Caregivers Support Group, Circle Suppers, YCE. They must contact Program Directors for approval.

Affiliated Groups – Separate group or organization with their own board, finances, etc, but is formerly affiliated with the church. They are in line with our mission/vision. e.g. MUUSJA, AUW, TRUST The space is free if the group is in compliance with house rules*. There are a limited number of groups who fall into this category.

Special Groups – Groups who are in line with our mission and vision. They receive free space but pay for staffing if their event is off-hours. These groups need to be approved by the senior minister. (Non-Profits)

Rentals – Primarily Non-profits e.g. non-member weddings, non-member memorials, Alcoholics Anonymous, etc. For-profits are only allowed on a special basis (e.g. T-Mobile). All rentals pay for staff and space.

Long Term Use Requests

Groups and organizations wishing to lease church space on a continuing long-term basis must contact the Director of Administration.

**Groups will be moved to Special Group status if they don't comply with House Rules.*

Political Events

Under the Internal Revenue Code, First Universalist Church cannot directly or indirectly participate in any political campaign on behalf of (or in opposition to) any candidate for elective public office.

However, the building may be used for free and open, non-partisan discussions of political issues. Examples: a neighborhood meeting to discuss freeway expansion issues would be allowed; a precinct caucus for a political party would not be allowed; a debate between candidates would be allowed; a rally for one candidate would not be allowed; non-partisan voter registration would be allowed.

ARRANGING FOR SPACE

Sponsored Groups

Church groups are to gain approval for use of space from the programming staff they work with (e.g. Green Sanctuary goes through Faith in Action, Young Adult Group goes through Lifespan, etc.) Once the programming staff has approved use of space, the staff member contacts the Facility Coordinator to get the event on the calendar.

Group leaders then contact the Facility Coordinator to make arrangements. Groups are required to sign House Rules which detail how to be good stewards of the church building. Group leaders also inform the Facility Coordinator if any A/V equipment is needed. The week of the event, if necessary, group leaders (who must be church members) will get an access code for the church building and any applicable keys to classrooms, A/V equipment, etc.

Affiliated Groups

Affiliated Groups must contact the Facility Coordinator directly to arrange for space. Groups are required to sign House Rules which detail how to be good stewards of the church building. Group leaders also inform the Facility Coordinator if any A/V equipment is needed. The week of the event, if necessary, group leaders (who must be church members) will get an access code for the church building and any applicable keys to classrooms, A/V equipment, etc.

The space is free if the group is in compliance with house rules; failure to agree to and comply with House Rules will result in the group being categorized as "Special Group."

Special Groups

Special Groups must gain approval from the Senior Minister to use the space free of charge. They then contact the Facility Coordinator to arrange for space and to arrange for the presence of staff at their event. They must agree to and abide by all House Rules.

Rentals

Rentals must contact the Facility Coordinator directly to arrange for space and to arrange for the presence of staff at their event. They must agree to and abide by all House Rules.

Non-Discrimination

In keeping with Unitarian Universalist principles, no individual or group will be denied use of building space on the basis of religion, race, sex, national origin, disability, sexual preference, age or public assistance status.

Access Codes

Keypad codes to gain access to the building will only be given to First Universalist Church members and only when the event is outside of normal office hours.

HOUSE RULES

FIRST UNIVERSALIST CHURCH
3400 Dupont Avenue South, Minneapolis, Minnesota 55408
612-825-1701

Please be a good steward of our building.

SECURITY & SAFETY

- **Exterior building doors** must be closed and locked at all times *except* while being monitored by greeter(s) for your event. If leaving the building after the Church Office is closed, exit through the doors to the parking lot.
- The building is a **smoke-free environment**. Smoking and incense are prohibited.
- **Appropriate adult supervision** is required for all events involving children or youth.
- **Candles and tea lights** must be supervised closely at all times. Candles must be placed in stable, wide-based candle holders, and tea lights must be placed inside glass votive holders. Keep **matches and lighters** under close control.
- **Telephones** are available for local and emergency use in the Church Office (during office hours) and Kitchen. Press the “outgoing” bar to reach an outside line.
- **AEDs** (Automatic Electronic Defibrillators) are located at the back of the Sanctuary behind the sound booth and on the wall across from the Church Office.
- A **First Aid Kit** is located in the Kitchen.
- Check with the Church Office about the location of **emergency exits** and **fire extinguishers**.

SIGNS & DECORATIONS

- **Signs** may be posted only as approved in advance by the Church Communications Coordinator.
- **Signs** (as approved by the Communications Coordinator) **and decorations** may be posted on unpainted surfaces using *only* masking tape. With prior permission from the Church Office, signs and decorations may also be posted on painted surfaces using *only* removable mounting tabs (available from the Church Office).
- Do *not* attach **signs or decorations** to exterior building doors or the stage curtains in the Social Hall.

HOUSE RULES (cont.)

FOOD & BEVERAGES

- **Food and beverages** may be served and consumed in the Social Hall, Chalice Room, Cummins Room, Library, Classrooms, and outdoor Courtyard.
- **Alcoholic beverages:** In order to be in compliance with Minneapolis city codes, First Universalist requires any group serving alcohol to hire a bartending service.
- If using the **Kitchen**, follow the list of directions posted there. Also:
 1. Move the black handle on the **dishwasher** to “ON” about 30 minutes before using it so that the water will be hot enough to wash dishes.
 2. Allow 40-60 minutes for the water in the built-in **coffee maker** (adjacent to the serving window) to heat sufficiently to brew coffee.
 3. Be sure to bring coffee and other beverage and food supplies, and any disposable items such as napkins, cups, and plates, which are needed for the event.

SPECIAL ARRANGEMENTS

Please arrange in advance with the Church Office for use of the piano in the Social Hall and any sound system equipment, audio/visual or other equipment, and heating and air conditioning needs.

LIGHT SWITCHES

- **Sanctuary:** A row of light switches is located in the center section of the back (east) wall. Ceiling spot lights and the lights directly over the Chancel are controlled from an electrical panel and switches located behind the Chancel through the door to the left (south) of the Chancel.
- **Social Hall:** Switches controlling various overhead **canister and track lights** are located in three places:
 1. On the south wall by the main Social Hall entrance doors from the Atrium,
 2. Near the stage and Library toward the northwest end of the room, and
 3. At the top of the stairs on the east side.

The **chandelier** is controlled by a large knob on the wall in the hallway to the right (north) of the stage.

The **lights on the columns** are operated by canister switches located on the right (north) side of the stage behind the curtains.

The **stage lighting and drop-down screen** are controlled by switches located on the left (south) side of the stage.

AT THE CONCLUSION OF YOUR EVENT

The attached checklist must be completed and turned into the Church Office before leaving the building. If the Church Office is closed, place the completed checklist in the drop box outside the Church Office.

CHECKOUT CHECKLIST

This form must be returned to the Church Office before leaving the building.

Group/Event: _____ **Date & Time of Event:** _____

Responsible Person: _____ **Tel.:** _____ **E-mail:** _____

Church areas/rooms used: _____

Please leave all areas used in the same condition in which you found them. Please check off the following tasks as they are completed:

- ___ Extinguish all candles and secure all matches and lighters.
- ___ Remove or dispose of all items and equipment brought into the building for the event, including all signs, decorations, food, and beverages.
- ___ Clean all Church items and equipment used and return to original location(s).
- ___ Clean each area used.
- ___ Set up each area used so that it is arranged exactly as it was before the event or otherwise as specified by the Church Office.
- ___ If the Kitchen was used, turn off all appliances, including the dishwasher, and follow all instructions contained in the list of directions posted there.
- ___ If the Sanctuary was used, remove from the pews all extraneous materials related to the event.
- ___ Gather all recycling and place in the recycling bin located in the alley behind the Kitchen.
- ___ Gather all trash and garbage and place it in the dumpster located in the alley behind the Kitchen.
- ___ Note below and report to the Church Office (using the back of this form if more space is needed):
 - Any beverage or other spills on carpeting or other surfaces that require custodial attention:
 - Any wax drippings or spills:
 - Any problems encountered or suggestions you have relating to using the Church's facilities:
- ___ Return borrowed key(s) to the Church Office. If the Church Office is closed, use the key drop by the Church Office.
- ___ Turn off all interior lights *except* the light immediately inside the lower DuPont Avenue entrance and the light immediately inside the parking lot entrance.
- ___ Lock all exterior doors and close them securely.
- ___ Exit through the doors to the parking lot if leaving after the Church Office is closed.

Signature of Responsible Person: _____

BUILDING USE FEES

Use of building space for a reception after a rite of passage or other group event sometimes involves considerable expense for the church. All members, friends, and groups will be expected to pay the Additional Fees listed below, although they will not be charged for any room use fees.

BUILDING RENTAL FEES (through June 30, 2009; fees increase on July 1, 2009)

- Chalice Room \$ 125
- Chalice Room and Courtyard \$ 175
- Cummins Room \$ 125
- Sanctuary \$ 375
- Social Hall \$ 350
- Social Hall and Kitchen \$ 450
- School Classroom \$ 35

The fees listed above include use of the respective area for a four-hour maximum time period. Additional fees will be assessed for time periods that exceed this four-hour maximum.

ADDITIONAL FEES

- Facilities Coordinator: \$25 an hour; four-hour minimum
- Music Director or Pianist: Rate available at time of request
- Sound Technician: Rate available at time of request
- Damage Deposit for receptions, \$200 minimum parties, high-activity events
- Piano (tuning fee) \$75