

**Unitarian Universalist Congregation of Fairfax
Operational Policy**

Subject: Facilities Rental

Number: III.C.

Effective Date: October 1, 2009

Approved By: Coordinating Team

Revised: September 1, 2015; June 25, 2019, July 16, 2020

NOTE: The UUCF campus and facilities are closed at least through the fall of 2020 due to the COVID-19 pandemic. Please see the Policy on Campus Closure updated Jul. 16, 2020.

Policy and Procedures

To the extent that our facilities are not committed to congregation-sponsored functions, the Unitarian Universalist Congregation of Fairfax (UUCF) is available to community groups that at the local and national level do not practice any form of discrimination. Groups requesting use of the facilities may be required to certify that they do not so discriminate.

Priorities for the use of UUCF facilities are in the following order:

1. Congregation-sponsored activities
2. Member and friend activities
3. Non-profit groups
4. Other individuals and for-profit companies

Any rental group or individual intending to charge a fee for an event or sell a product at the event must inform the scheduling manager. In such cases, UUCF reserves the right to adjust rental fees or charge a percentage of the receipts as part of the rental agreement.

Booking Space

All arrangements for dates, times and set-up will be made through the UUCF office. Absent mutually agreeable arrangements made in advance in writing, an individual or organization representative who signs the contract for the rental activity must be present onsite for the duration of the rental event and is responsible and liable for any damages incurred by the group.

Rental requests shall be made to the scheduling manager, who will prepare a rental contract for signature. Requests are approved or rejected by the operations manager. Should disputes arise regarding rental of the facilities, the UUCF Coordinating Team has final authority over rental agreements.

Reservations

Non-members may not make reservations prior to May 1 for the following congregational year. The signed contract accompanied by full payment must be returned and signed by the applicant and approved by the scheduling manager before a reservation can be confirmed unless otherwise approved by UUCF. Contracts and payment must be received no later than 2 weeks prior to the scheduled event unless other arrangements are made with the scheduling manager. Otherwise, the reservation will not be held.

Cancellation by Renter

The deposit, if required, will be refunded if the event is canceled 2 weeks before the event date, except for a \$25 processing fee. The deposit will not be refunded if the cancellation is within the 2-week time period.

Cancellation by UUCF

If failure of utilities, damage to property or any other cause beyond the control of UUCF necessitates the cancellation of a rental activity, UUCF will refund any rental fee paid but shall not be responsible for other expenses incurred or income lost by the rental group as a result of the cancellation.

Reassignment

UUCF reserves the right to change space assignments if other activities necessitate it. Should the alternative space not be acceptable to the renter, all fees and deposits will be returned.

Deposits

Deposits are charged to first-time renters.

Part or all of the deposit will be withheld for the following reasons:

1. Exceeding the rental period
2. Damaging buildings or grounds
3. Requiring unusual and extensive clean-up time by the custodian
4. Violating regulations as outlined in this policy

Rental Fees

Standard rental fees may be changed from time to time with the approval of the Coordinating Team. Any exceptions or fee waivers must be approved by the operations manager or senior minister. Rental fees are based on requests for specific rooms and facilities. Any meetings resulting in extended custodial service or unusual demands will be assessed fees to cover costs to UUCF. Use of space or equipment other than that specified in the contract is in violation of the contract agreement and subject to additional charges. Normal rental fees do not include use of the sound system, piano (with the exception of recitals, which assume use of the piano), tablecloths or any other UUCF equipment other than tables and chairs that are present in the particular area being rented. Kitchen use assumes use of any of the equipment in the kitchen including

coffee pots, but does not include use of UUCF tableware, silverware, paper products or the coffee machine in the Sanctuary Commons.

AV (sound and projection) equipment in the Sanctuary must be operated by a UUCF technician or other approved individual and may be available for an additional hourly fee upon request.

Responsibility

Rentals will be approved only for adults who are 21 years of age or over, and who accept responsibility for supervision of the use of the facilities throughout the period covered by the application.

Liabilities

It is agreed that UUCF shall not be accountable for injury to any person(s) or for damage to any property that may be owned or used by the individual/organization contracting for the use of UUCF facilities under this agreement. Additionally, it is agreed that the individual/organization contracting for the use of UUCF facilities shall be liable for damage sustained to UUCF property, such as, but not limited to, the extraordinary cost that might be incurred as a result of a food or beverage spill, apart from normal wear and tear. It is also agreed that the individual/organization contracting for the use of the UUCF facilities will indemnify UUCF, its officers, agents and employees from any liability, suits, actions, demands, damages and costs stemming from injuries to person or property, whether the result of the alleged active or passive negligence of UUCF, its agents, servants or employees. Any non-UUCF-sponsored group hosting an event open to the public or an event for which a fee is charged must provide proof of insurance with UUCF listed as an additional insured.

Advertising

All material publicizing events to be held at UUCF that are not co-sponsored by UUCF must contain the following disclaimer: "This event is not sponsored by the Unitarian Universalist Congregation of Fairfax, its board of directors or staff."

Rules Governing Use of Facilities

In order that UUCF buildings and grounds may be used safely, and their beauty preserved for others to enjoy, the following rules have been established for groups granted permission to use these facilities.

1. **Admission** - If the rental activity is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the contracted facilities regardless of color, sexual orientation or identity, race or creed.
2. **Alcoholic Beverages** - Prudent use of selected alcoholic beverages on UUCF property is permitted when the serving of such beverages is appropriate for an

organized activity or occasion. However, serving any type of alcohol must be approved by the UUCF operations manager. Consumption of alcoholic beverages to the extent of intoxication for any reason is prohibited. The serving of alcohol to minors is prohibited. The sale of alcoholic beverages requires a license. The organization or individual sponsoring the activity at which alcoholic beverages are to be served is responsible for the control, dispensing and cleanup of litter resulting from such use. See Item #2.

3. **Art and Flower Arrangements in the Sanctuary** - A changing art exhibit is hung in the Sanctuary every month. ONLY the artist or a person designated by the artist to do so may remove art works. Flower arrangements on the podium platform may not be moved without prior approval.
4. **Cleaning Up** - All trash must be placed in the receptacles provided in each building. The rental group is responsible to make sure that trash is removed and tables are wiped off. If the kitchen is used, it must be left in a clean condition. Full trash bags must be placed in the dumpster in the parking lot.
5. **Damage** - If any person attending a rental activity creates damage beyond normal wear and tear to UUCF grounds, buildings, furnishings or equipment, the rental group must reimburse UUCF the cost of repairing or replacing the damaged property. If a deposit has been paid, it will be applied to these costs.
6. **Decorations** - No nails, thumb tacks, screws or tape may be used to fasten decorations, posters or other items to walls, ceilings, furniture or equipment. If candles are used, a protective covering underneath is required. If flowers are used, they must be delivered the day of the event, not before.
7. **Deliveries/Pick-ups** – Any deliveries to the rental space must be made during the hours of the rental contract on the day of the event unless approved otherwise by the scheduling manager.
8. **Music** – The use of a “DJ,” live music or amplified music outside the buildings or on UUCF grounds is prohibited.
9. **Parking** - Parking for groups meeting at UUCF or renting the UUCF facilities is available in the parking lot. Parking in the traffic circle is prohibited for safety reasons. An emergency lane and entrance to the buildings must be preserved.
10. **Peanut-free Zone** – The UUCF Program Building (educational building) is a peanut-free zone to protect congregant children who have extreme peanut allergies. Do not bring peanuts or peanut products into the Program Building.
11. **Piano** - **Nothing may be placed on a piano.** Dropped objects and spilled drinks

can cause damage. The piano is tuned regularly, but if tuning is desired for a specific event, there is an additional fee of \$150.

12. **Set-up/Floor Plan** – Any special set-up for an event must be submitted to the scheduling manager 1 week prior to the event. UUCF staff will complete the table and chair set-up and take down for all events unless arranged otherwise through the operations manager. All other set-up and clean-up are the responsibility of the renter.
13. **Smoking** - No smoking is permitted in any of the buildings.
14. **Weddings** - The dissemination of confetti, rice or bird seed for weddings is prohibited both inside and outside the buildings.