

Unitarian Universalist Church of Davis
FACILITIES RENTAL POLICY

Adopted by the Board of Trustees on May 9, 2016

Facilities of the Church may be rented by members and pledging friends and by individuals and nonprofit groups whose activities and intended uses are compatible with the Church's mission. As a certified Green Sanctuary, our congregation strives to insure that all uses of our facilities show our commitment to care for the Earth.

- Church facilities may be rented to individuals or to nonprofit groups at the discretion of the Church Staff or Board of Trustees.
- The Operations Co-Chairs, in collaboration with the Congregational Administrator, shall set rates for facilities rentals, reservation deposits, damage deposits, and cleaning deposits comparable to prevailing rates for similar spaces in our area. Rates shall be reviewed annually.
- Members and pledging friends shall be charged 50% of room or building rental rates charged to outside renters.
- For celebrations of life honoring members or immediate family of members and pledging friends, rooms may be rented free of charge for the first three hours, with additional hours charged at 50% of room or building rental rates charged to outside renters.
- The Church Staff is authorized to set reduced rates for other renters, such as nonprofit educational or spiritual groups, twelve-step recovery groups, music teachers, etc.
- Ministers and musicians shall be entitled to set their own fees for weddings, memorial services, and other services.
- Renters shall be offered the option of using a Church-hired cleaning service rather than handling cleaning themselves. Fees for such services shall be in addition to rental fees.
- Fees for event support, such as audiovisual operators, room setup and setback, and cleaning, shall be the same for members, pledging friends, and outside renters.
- For large events, renters shall be encouraged to obtain day-of-event liability insurance with coverage in the amount of \$1,000,000, with the Church listed as an additional insured on the certificate. Renters should present the certificate at the time the rental contract is signed.

- The Operations Co-Chairs, in collaboration with the Congregational Administrator, shall determine the times our buildings will be made available for rental. As a general guideline, the premises shall be available for rental between 8 am and midnight. Any outside noise shall cease by 9 pm.
- Smoking is not permitted anywhere on Church property, including buildings, grounds, hardscape (outdoor paved areas), and parking areas.
- Alcohol use is permitted, but a higher damage deposit may be required for events at which alcohol is to be served. No alcohol may be served to minors.
- Church facilities shall not be available for rental by political candidates or political parties.
- Nonprofit renters may charge fees for events in our space, but sales of food or alcohol are prohibited.
- All necessary contracts, instructions, rules, and procedures pertaining to rental of Church facilities shall be the responsibility of the Congregational Administrator and the Operations Co-Chairs.