

Building Use and Rental, UUSO Policy

November 15, 2017

Thank you for your interest in using space at the Unitarian Universalist Society of Oneonta (UUSO). The Board of Trustees is happy to offer our space for rent to UUSO members, friends and the community. Rental fees are used to defray building costs. All users and renters are required to abide by this building policy.

1. Spaces available for rent at Chapin Memorial (CM), 12 Ford Avenue, include the sanctuary, the kitchen, the loft and the basement. Renters may visit the memorial garden behind the sanctuary for quiet reflection, but no activities or events are to be scheduled for that space. Occupancy at CM is limited to 185 in the sanctuary, 55 in the loft, and 15 in the choir loft. Basement occupancy at CM is dependent upon the rooms chosen.
2. Spaces available for rent at Olympia Brown House (OBH), 16 Ford Avenue, are limited to the first floor (front parlor, library, and kitchen) and the back yard. Renters are not allowed in the basement, 2nd floor*, or garage of OBH. Renters are not allowed to use the fireplace. Occupancy at OBH is limited to 50 total. (Occupancy per room is much lower.)
*In-house groups of no more than ten may use the upstairs front room at OBH.
3. Both CM and OBH are primarily designated for use by the UU Society for society functions. If a building use conflict arises, the Office Administrator and the Minister are authorized by the Board to settle the conflict using the following priorities:
 - a) Worship Services and Rites
 - b) Religious Education
 - c) UUSO business and events
 - d) Long term renters or Previously Scheduled Events
 - e) Member Use
 - f) Non-Member, Contributing-Friend use
 - g) Non-UUSO, Unitarian Universalist use
 - h) Use by organizations in sympathy with UU principles
 - i) All other use
4. Renters may be issued a key to the appropriate building / space with a \$50 deposit. This deposit will be returned when keys are returned to the Office Administrator.
5. Payment must be received and keys returned within one week of the event.
6. If your group has liability insurance, please give a copy of your policy to the church office.
7. While UUSO is happy to offer rental of our space to groups, we reserve the right to deny rental to groups at any time. Groups that operate in direct opposition to the principles and values of this Society may be denied.

Please follow these Policies whenever using UUSO facilities.

1. Smoking is not permitted anywhere on UUSO property.
2. Helium balloons are prohibited.
3. Nothing may be affixed to the walls (painted areas and wood) of the sanctuary or loft. (No tape, glue, tacky putty, nails, tacks, etc.) The only exception is sticky notes (of any size).
4. The piano in the sanctuary may not be used unless specific permission is given by a Staff member.
5. We request that you follow the Green Guidelines posted in the kitchen at each property.
6. Styrofoam products are not to be used.
7. Both CM and OBH have wireless networks with access to the internet. Access to this service is free, but requires a password. If needed, please request the current password from the Office Administrator. Please use this service responsibly and legally.
8. All trash must be properly disposed of – including the separation of recyclables. There are marked containers in the kitchen of each buildings for this purpose.
9. Items may be hung on the **outside** of the bulletin board in CM sanctuary during your event.
10. All spaces that are used are to be left clean and tidy. Renters are encouraged to contract with our Church Custodian for cleaning and set-up / tear-down assistance. At the Office Administrator's discretion, when events are scheduled close together, or building use is higher than normal, renter may be **required** to contract with Custodian as part of rental agreement. The Custodian's current hourly fee will be added to the standard rental fee.
11. When leaving the building, please turn off all lights, close all windows, and lock all doors. Thermostats in both buildings are automatic and should not need to be adjusted. If you do need to adjust the thermostat, please return it to its prior setting when leaving the building.
12. No one may post anything on the outside or inside doors of CM.
13. There will be no storage on the premises unless permission is given by a Staff member.
14. No guns are allowed on UUSO premises.
15. Do not use Religious Education classroom or nursery art supplies, worship materials, or snacks. Be sure to leave the classroom or nursery as you found it.

16. For either kitchen:

- a) Kitchen use is limited to staff, church events or building renters.
- b) Leave no open food in the kitchen.
- c) Our kitchens are not approved for food preparation for public consumption.
- d) Food will not be stored longer than 24 hours in advance of event, except for those items used for weekly services, or RE events (e.g. sugar, tea, coffee).

Special Loft Regulations

- a. There will be no food in the loft unless the loft is being used by adults for UUSO-related scheduled events. Beverages are allowed in the loft.
- b. The loft is not available for meetings during church services.
- c. There will be no regularly scheduled Sunday school classes in the loft, although Youth may reserve the loft for a special occasion or worship service.

Building Rental Rates¹

(All use for 3 hour blocks)

	<u>Members</u>	<u>Pledging Friends</u>	<u>Non-Members</u>
Sanctuary	\$50	\$100	\$150
Rooms (per room) [Loft, CM Basement Rooms(s), Library, Parlor, OBH Yard]	\$15	\$30	\$50
Kitchen Use	Free ²	\$15	\$25
Memorial Service ³ (Sanctuary, Kitchen & Loft)	Free	\$100	\$150
Wedding Service ³ (Sanctuary, Kitchen & Loft + additional rehearsal time)	\$50	\$100	\$200

¹There is never a rental fee for space used for UUSO sponsored activities or business.

²Members renting space at OBH or CM may use the kitchen in either space for free.

³These fees are for building use only. There may be a separate honorarium for the Minister

- 1. There is a reduced rate for on-going, longer-term rentals. A monthly rental (at least 8 / year) receives a 25% discount; a weekly rental (at least 30 / year) receives a 50% discount.

2. Any special discount or waiving of rental fees must be approved by the Board.

Additional Services / Suggested Honoraria

Church Custodian (added to standard rental fee; arranged through UUSO)	current hourly rate
Sound System Tech (mics, recordings, set-up, tear-down, monitoring, etc.)	\$25 - \$50
AV Tech (set-up and use of projector and screen)	\$25 - \$50
Musicians	negotiated

Replaces "Building Use and Rental Policy" of October, 2016
Replaces "Building Use and Rental Policy" of July 27, 2016
Replaces "Unitarian Universalist Society of Oneonta Building Rental Policy of August 17, 2011
Replaces "Building Rental Policy" of August 1, 2011
Replaces "Upstairs Front Room of Olympia Brown House" policy of September 15, 2010
Replaces "Loft Use Policy" of June 20, 2007 and Amendment of February 16, 2011
Replaces "Building Use Policy for 12 & 16 Ford Avenue, Oneonta, NY 13820" of December 18, 2002