

## **BUILDING USE GUIDELINES**

Our church is the spiritual home of our congregation. We are willing to make it available for use to approved groups and individuals. Below are guidelines you must agree to follow in order to use the facility.

- Activities of our church will have scheduling priority. We reserve the right to preempt the use of the facilities from those who have been granted on-going, such as weekly or monthly, use. In such cases at least two weeks' advance notice will be sent to the group's contact person.
- All users may use the church name (Unitarian Universalist Church of Belfast) in publicizing the location of the event. Users may not otherwise use the name, such as implying sponsorship, unless permission has been given in writing in the Building Use Agreement. Events co-sponsored by a UU committee should be publicized as being co-sponsored by the church.
- Prohibitions:
  - There may be no alcohol use anywhere on the premises (inside or outside).
  - There may be no tobacco use in the building. Extinguished tobacco products should be disposed of in a trash receptacle, not thrown on or off the church property.
  - Food and beverages other than water are not allowed in the sanctuary unless written permission is given in the Building Use Agreement.
  - No pets, except for service animals such as seeing-eye dogs, are permitted inside the building.
  - The piano in the sanctuary may not be used, except with written permission in the Building Use Agreement. It must not be moved. Objects containing liquid, such as vases, may not be placed on it.
  - The church's audio equipment may not be used, except by a trained member of the Sound Committee.
- Users are responsible for keeping group participants in areas specified in the Building Use Agreement.
- Children must be under the direct care of responsible adults. They may never be left unattended on church premises.
- The behavior of the participants and the noise level of the event must be in keeping with our efforts to be good neighbors to the nearby residents.
- No materials may be stored in the building, except with prior permission of the administrative assistant.
- Furniture and other items must be returned to their original places by the end of the event.
- Rooms and equipment used must be cleaned.
- All trash generated by your event must be taken with you when you leave.
- The front door key must be left in the box on the back of the first floor meeting room door.

**Failure to comply with these guidelines may result in forfeiture of the security deposit and additional expenses.**

### **Fees**

Rooms of different size and function are available at various costs. If you have questions about the capacity or proper use of a room, call the church office. Fees, which can be paid by cash or check and must be paid at least one week before the event, are:

- Sanctuary                 \$50 for 1-4 hours, \$90 for 5-8 hours
- Meeting room             \$20 for 1-2 hours, \$10 each additional hour
- Kitchen                   \$10 for coffee/tea service, \$50 for full kitchen
- Upstairs room            \$20 for 1-2 hours, \$10 each additional hour
- Security deposit of \$50 in a check separate from the user fee; the check will be destroyed if the premises have been cleaned and there is no damage or loss.
- Key deposit of \$5 in a check separate from the user and security deposit fees; the check will be destroyed if the key is left in the box on the meeting room door.

You must agree to pay for all expenses incurred, beyond the deposit, for damage, loss, cleaning, or other cost to the church. For non-profit organizations, rental reductions or waivers will be considered on request.

## **Application Process**

Call the church office to inquire if the space is available or check the online calendar ([www.uubelfast.org](http://www.uubelfast.org)), which is updated weekly. You must complete an application, available at the office or at our web site ([www.uubelfast.org](http://www.uubelfast.org)). Return it to the office in person, by mail, or by e-mail ([office@uubelfast.org](mailto:office@uubelfast.org)). If you are seeking to be co-sponsored by a church committee, contact them first. Within two weeks of receipt of the application, the Building Use Group will notify you of their decision regarding use and fees. If you are approved to use the building, you must sign a Building Use Agreement and will be given information about building use such as access, lighting, use of kitchen facilities, etc. If you have any questions, leave a message for the Building Use Group at the church office.

## **BUILDING USE INSTRUCTIONS**

**Building Access:** You must arrange with the Administrative Assistant to pick up a key to the front door. Regular users (i.e., weekly or monthly) may be allowed to retain a key. All others must leave the key in the box on the back of the door to the first floor meeting room. No one is allowed access to the basement, minister's office, or second floor church office.

To keep the front door unlocked, insert the metal pin that hangs on the door frame to the left of the door into a small hole in the panic bar on the inside of the door, while the push bar is depressed. To lock the door, remove the pin and replace it on the hook. The side door must be locked with a key.

**Lights:** The sanctuary lights are located on the back right wall of the sanctuary. When leaving, turn off all lights except for the switch in the hall to the right of the kitchen door. These are safety lights, which light the hallway and stairs, and will go off automatically.

**Kitchen:** The kitchen is equipped with basic service for 75 people. As part of our Green Sanctuary policy, we appreciate the use of non-disposable dishes and eating utensils. If you use our tablecloths and linens, you are responsible for laundering them and returning them folded within 2 days.

Directions for use of the dishwasher, coffee makers, and ovens are posted in the kitchen. All dishes must be rinsed before placing them in the dishwasher. All dishware and kitchenware must be washed, dried, and put away.

**First Floor Meeting Room:** This room has a cork floor that is sensitive to water. To clean it, first vacuum and then use a barely damp mop. Do not let water sit on the floor.

**Tables & Chairs:** All furniture and hymnals must be returned to its original locations. Extra six- and eight-foot tables are located at the front of the sanctuary to the right behind the velvet curtain. They must be returned following their use.

**Problems:** In the event of a problem, please contact: Jim Rhodes 338-0136, Roger Lee 338-6837, or Bill Kremer 338-9513.

(Revised 5/11)