

BUILDING USE GUIDELINES

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

- There may be no tobacco use in the building.
- There may be no alcohol use anywhere on the premises (inside or outside).
- Food and beverages other than water are not allowed in the sanctuary.
- 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 prior permission, and must not be moved.
- Children must be supervised and remain in rented spaces only.
- 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.
- Chairs, tables, 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.
- Lights must be turned off, heat turned down, and doors must be locked according to the building use instructions.

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 space – \$20 for 1-2 hours, \$10 each additional hour
- Deposit of \$50, in a check separate from rental fee; the check will be destroyed if the premises have been cleaned and there is no damage or loss.

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

Application Process

If you have a definite date in mind, you can call the church office to inquire if the space is available, or check the online calendar (uubelfast.org), which is updated weekly. If it is, you must complete an application, available at the office (338-4482) or at our web site (uubelfast.org). Return it to the office in person, by mail, or by e-mail (office@uubelfast.org). Within two weeks of receipt of the application, the Building Use Group will notify you of their decision regarding rental and fees. If you are approved to use the building, you will have to sign a Building Use Agreement and will be given information about building use such as access, lighting, heat, use of kitchen facilities, etc. If you have any questions, leave a message for the Building Use Group at the church office.