

**Building Use and Rental Policy**  
Unitarian Universalist Fellowship of Ames

Effective July 1, 2010

**Building Use & Rental Task Force:**  
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## I. Fundamental Understandings

*The Unitarian Universalist Fellowship of Ames [hereafter known as UUFA] building is for the primary use of the congregation. This includes Sunday morning programs; religious education classes; children and youth events and conferences (both congregational and district); meetings of committees, task forces, councils, and interest groups; and social events held primarily for UUFA members and friends.*

A. The UUFA also offers its facilities for unions/weddings, memorials, and other life-journey celebrations of its members and friends, and members of the community at large. Additionally, the UUFA encourages the use of its facilities by the community for meetings, social gatherings, educational and musical events, and other activities that are in keeping with the tenets of the UUFA and for which our facilities are amenable.

B. The priority for building use is

1. UUFA activities
2. UUFA member/family celebrations
3. All other nonmember or organization functions

C. The office administrator, with the help of the members of the **Building Use & Rental Task Force** of the UUFA Building & Grounds Committee will strive to reserve UUFA spaces for Sunday services and religious education, recurring events, planned special events, and other on-going Fellowship activities on a **six-month rolling calendar**. Committees and UUFA-affiliated groups are encouraged to make space needs known well in advance. Members and their immediate families may reserve space for weddings twelve months in advance. Non-members may place a tentative date twelve months in advance to be confirmed six months in advance. Dates may be tentatively scheduled but should be finalized as far in advance as possible to free spaces for other purposes. The office administrator will work to accommodate all UUFA activities but cannot guarantee space availability if reservations are not made sufficiently well in advance.

D. As requests for other events come in, the office administrator will review the calendar and accept or reject each request based on established building use policies, the nature of the event, the impact it may have on other activities scheduled at the same time, or other known potential conflicts. Once a reservation is accepted, the individual or group is guaranteed the use of the space, as stated in the agreement, for short-term use. Long-term rentals must not cause undo hardship on UUFA activity. Such a group must agree to use alternate space if and when a UUFA event (e.g., a memorial service) which cannot be known or planned six months in advance is in need of space.

1. A short-term use is a non-recurring single event.

2. A long-term use or rental is a regular, recurring event that may be daily, weekly, or monthly (e.g., AA group, preschool, yoga classes, meetings of the UUFA Board, committees, task forces, councils, work groups, and interest groups).

E. The office administrator will refer any disputes or questions about the above requirements to **Building Use & Rental Task Force** for mediation.

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## II. Building Use Definitions

*The following general policies apply to all uses of UUFA facilities:*

- A. All activities within the building must be scheduled to guarantee that an appropriate space is available. Unscheduled meetings of UUFA committees and groups are not guaranteed space in the building, but may meet in whatever space is available. Those activities listed on the activities calendar maintained by the office administrator have priority use of a reserved space, regardless of previous history of use or assumed availability. [For more information, see Section VI. “Long-Term Rentals”]
- B. Multiple activities may be scheduled throughout the building at any given time. Members and guests must respect the spaces allocated for specific activities, use joint space (hallways, entryways, restrooms, etc.) cooperatively, and conduct their own activities in a manner that allows all users full enjoyment of time within the building.
- C. All inside areas of the UUFA are designated as nonsmoking.
- D. No animals are allowed inside the building, with the exception of service animals.
- E. Alcoholic beverages may be served at functions within the building, provided that its consumption is incidental to the purpose of the function and is not excessive. The organizers of functions must make sure that alcohol is served only to those meeting legal-age requirements and that the safety of participants is considered.
- F. The furnishings and content of spaces within the UUFA are arranged to meet the needs of regular and recurring activities of the UUFA. Those using spaces for other purposes or activities must return facilities to their original condition. **Table linens are for use by UUFA members only.**
- G. UUFA parking lots may be used for whatever groups are scheduled for building use, but are not available to rent as a separate category.
- H. Children must always be supervised by an adult.
- I. Illegal activities are strictly prohibited.

***The following are policies for special areas of the building:***

- A. **ARTWORK:** Art exhibited in the UUFA is professionally hung and displayed. It must not be moved or handled in any manner without prior approval by the Art Exhibition Committee. Concerns about art displays should be communicated to the office administrator at least 72 hours before scheduled building use. A fee will be assessed if the art work must be moved.
- B. **NURSERY:** The nursery is restricted for use in the care of infants and preschool children. It should not be used as a playroom for older children.
- C. **KITCHEN:**
1. The kitchen is limited to preparation of food that does not require grease cooking or frying of any kind.
  2. Because of the inherent dangers in any kitchen, it is critical that all children be under adult supervision.
  3. Sanitary practice requires that all dirty dishes be run through the sanitizing dishwasher. Kitchen users should follow posted instructions for handling incidental dirty dishes or for using the dishwasher for major dishwashing needs.
  4. Foodstuffs, dishes, and implements must be returned to their designated storage areas. Knives and other sharp utensils must be returned to designated cupboards out of reach of children.
  5. Food brought into the kitchen for special purposes or events must be labeled for event use and dated. Food must be removed following events.
- D. **LIBRARY:**
1. When the Fellowship is open to the public during posted hours, the Dustin Berger Memorial Library is intended as a place for quiet study and reflection and cannot be rented.
  2. Books and materials are intended for use by members of the UUFA. Posted checkout procedures and policies are intended to keep materials in order and readily available.
- E. **OFFICES:** The offices of the UUFA are intended strictly for the business use of the UUFA staff. However, the general office may be used for UUFA committee and group meetings.
- F. **PIANOS:** The pianos in the UUFA are carefully maintained and should be respected as fine musical instruments.
- G. **TELEPHONES:** Telephones are available throughout the building for essential calls.
- H. **SOUND SYSTEM:** Anyone wishing access to the UUFA sound system must have prior approval to use it. Arrangements for training should be set up in advance with the office administrator.

I. YOUTH ROOM: As a general rule, the Youth Room on the ground floor of the Fellowship is available only for the use of UUFA groups. Occasionally, with the approval of the office administrator, this room may be used by rental groups in emergency situations (e.g., when a memorial service would interfere with a regular meeting of a long-term renter) when not in use by UUFA groups.

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### III. User Group Definitions and Fees

#### A. Members

Members are persons who have signed the membership book and been affirmed by the UUFA Board of Directors. Individual members may have free use of a room or rooms in the building for peak life events: weddings of members or family of members, child dedications, major anniversary/birthday celebrations (e.g., 50<sup>th</sup> anniversary, 70<sup>th</sup> birthday), and memorial services.

Members may reserve the building for other personal events (birthday parties, family gatherings, meetings of non-UUFA-affiliated groups, etc.) and receive a 10% discount off standard rental fees. In these cases, members are required to pay the standard deposit fee and are subject to established building-use policies.

#### B. UUFA Organizations

UUFA organizations are those listed in the front of the annual *Handbook & Directory* as “Committees and Other Working Groups” and “UUFA-Connected Interest Groups”. These groups are entitled to the free use of meeting spaces within the UUFA building.

#### C. UUFA-Affiliated Organizations

UUFA-affiliated organizations (Good Neighbor Emergency Assistance, the Emergency Residence Project, Beyond Welfare, AMOS, and other groups with which the UUFA, as an organization, is directly working or to which it is contributing ongoing financial support, will not be charged a rental fee for small meeting rooms. Requests from these groups for the use of the Fellowship Hall, Fireside Room, or Kitchen will be reviewed by members of the **Building Use & Rental Task Force**, who will also keep the office administrator provided with an up-to-date list of these affiliated organizations.

#### D. Non-Members and Non-UUFA-Affiliated Groups

Non-members and groups not directly affiliated with the UUFA will pay standard rental fees.

#### E. Rental Fees

Changes in rental fees are approved by the Board of Directors. Rental fees are established to cover a share of the costs associated with upkeep, renovation, regular maintenance, utilities, and other operational considerations. Fees are kept at levels deemed to be affordable to the Ames community and, therefore, are not generally subject

to reductions or negotiation. However, an application for a waiver or reduction of fees may be requested from the office administrator who will pass the filled-out application on to the **Building Use & Rental Task Force** whose members will make the final decision.

#### **F. Arrangements for Special Rental Fees**

Special rental fees (e.g., sharing a percentage of the revenue generated by an event with admission fees) may be negotiated for non-standard rental situations. The **Building Use & Rental Task Force** will be responsible for approving special fees.

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### **IV. Annual Review of Policies, Procedures, and Fees**

A. The **Building Use & Rental Task Force** of the UUFA Building and Grounds Committee annually will review the rental and building use policies, procedures, fees, forms, and agreements. Suggested changes will be forwarded to the UUFA Board of Directors for approval. Copies of the complete rental policies, procedures, and fees will be available in the Fellowship's administrative office and on the UUFA website.

B. The **Building Use & Rental Task Force** annually will review recurring, long-term rental use of the building. Suggested changes will be taken into consideration and, if needed, agreement changes made. Changes in terms of these agreements and agreements with new long-term renters will be brought before the UUFA Board of Directors.

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### **V. Short-Term Use**

#### **A. Policies**

1. Reservations for short-term use may not be scheduled more than six months in advance. [For the one exception, see Part I, Section C.]
2. Short-term rentals by non-members or non-UUFA-affiliated organizations shall pay rent according to the current fee schedule.
3. Rentals may not be scheduled for Fellowship priority hours.
4. Rentals may not cause a hardship on Fellowship activities.
5. If a building-use reservation is for a large event that may need more than one pre-event building visit (e.g., for a wedding), the office administrator may assign a liaison to be the contact person with the person(s) planning the event.

#### **B. Procedures for Reserving Spaces**

**Arrangements:** Arrangements for reserving spaces in our building are made by contacting the office administrator by telephone or e-mail during standard business hours. The office administrator can arrange a tour of UUFA facilities, make an event reservation, determine a time for key pick-up, and/or arrange for any equipment training, as needed.

**Deposit:** A deposit of \$50 or the full rental fee, whichever is less, must be paid to reserve any part of the building. Deposits are applied to the full rental fee. In case a renter needs to cancel an event, the office administrator will return the deposit or rental fee only if the event is cancelled up to sixty days before the event.

**Fees:** Rental fees are established by the UUFA Board of Directors and apply to all rentals. Fees must be paid prior to the event. Keys or access to the building will not be provided until rental fees have been paid.

**Damages:** Damage occurring during building use must be fully compensated by the person(s) responsible. This includes damage to the building, furnishings, appliances, pianos, sound system, and works of art.

**Keys:** Renters using the building must arrange in advance to obtain a key or for the building to be opened for afternoon, evening, or weekend rentals. Keys can be picked up no earlier than two days before the event and must be returned to the office at the conclusion of the event. An after-hours locked box is located outside the door of the administrative office for key return when the office is closed. A service charge of \$10 per day will be assessed for keys not returned within 24 hours of an event.

### C. Rules for Renters

*All general policies regarding use of the building apply to rentals. In addition, the following rules apply to UUFA's rental guests:*

- 1. Use of spaces:** Renters are required to restrict their activities to the areas they have reserved and to community facilities such as hallways, entryways, and restrooms. The nursery and kitchen are not community facilities. If renters wish to use these facilities, they must reserve them and pay the appropriate rental fees. If, during an event, a renter has an unanticipated need for the nursery and it is available, the renter may use the nursery and should then pay the standard nursery rental fee as shown in the "Rental Fee Schedule" to the UUFA after the event.
- 2. Nursery:** Renters using the nursery for infant and toddler care must arrange for adequate adult supervision of children. There must be at least one adult, eighteen years of age or older, for every five children in the nursery at all times. Toys, diaper-changing areas, and other items used must be cleaned according to sanitization instructions posted in the nursery.
- 3. Trash:** Trash must be removed from all spaces used. Special care must be taken to remove nursery, kitchen, and food trash from the building. Trash bags are stored in the kitchen. Trash can be disposed of by bagging, closing, and placing bags in the lidded trash receptacle that is labeled **RENTERS' TRASH** and located in the enclosed space under the deck at the front of the UUFA. This location will be included in a tour of the facilities. Renters with more trash than

can be accommodated by one receptacle must remove excess trash from the building and dispose of it themselves. If trash is left in the building or if more than one receptacle is used, a charge of \$25 for trash cleanup will be assessed. **The UUFA practices and promotes the use of eco-friendly kitchen materials and asks that renters try to minimize the creation of trash by separating recyclables, using Fellowship dinnerware, and serving dishes that can be cleaned after use. The use of Styrofoam products is especially discouraged.**

4. **Food:** Renters are prohibited from leaving food at the UUFA after their events. Any food left after an event will be disposed of immediately and a charge for food cleanup will be assessed.
5. **Other Maintenance Issues:** Users of the UUFA building are responsible for cleaning up any areas they use during meetings or events. Floors should be swept; bathrooms should be left clean; and tables, chairs, or other items used should be placed in their original locations. When appropriate, the office administrator will provide renters/users with a post-event clean-up checklist to refer to.
6. **Before Leaving the Building:** Renters must remove trash; turn off all appliances, fans and lights; and lock all doors.
7. **Problems:** If the office is closed, emergency situations needing attention during a rental period, such as heat, plumbing, etc., should be directed to the chair of the Building and Grounds Committee, or the designate of the chair, or any member of the **Building Use & Rental Task Force**. Any non-emergency problem occurring during a rental period should be reported to the office administrator after the event.
8. **Special arrangements:** Renters should contact the office administrator in advance of the rental event to discuss any special arrangements that might be needed for the event.

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## VI. Long-Term Rentals

1. A prospective applicant for a rental that is recurring on either a daily, weekly, monthly, or annual basis will fill out an application with the office administrator. Each application will be considered by the **Building Use & Rental Task Force** and evaluated for fit with the UUFA's mission and the availability of building space before it is approved.

2. The **Building Use & Rental Task Force** will draw up a specific agreement with the individual or organization whose application is approved. Each agreement will be reviewed at least annually by members of the **Building Use & Rental Task Force**.
3. Rental fees, terms of building use, and payment of rent for each long-term renter will be negotiated annually.
4. A long-term renter must agree to use an alternate space when there is an emergency congregational need for its regular rental space (e.g., for a memorial service).

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## **VII. Emergency Contacts:**

Lisa Harmison, office administrator: **231-5926**  
Rich Van Valin, Building and Grounds: **296-1821**  
Bert Schroeder, Building Use & Rental Task Force: **233-1442**  
Melissa Niesen, Building Use & Rental Task Force: **292-3983**  
Duffie Lorr, Building Use & Rental Task Force: **292-1868**  
Janet Klaas, Building Use & Rental Task Force: **233-3327**  
Ralph Gandy: **291-9958**