



FACILITIES USE POLICIES, PROCEDURES AND RATES

(Updated and Approved by the Council on 2/21/2018 to take effect 9/1/2018)

The Unitarian Universalist Society of Bangor will permit the use of its church facilities by individuals and organizations whose philosophies and practices are consistent with the Unitarian Universalist policies and principles. Such use may be in support of events enriching the cultural climate of our community; giving testimony to our belief in the oneness of humankind; in support of our faith in the principles of free speech; in assistance to other groups as they seek to serve youth, the disadvantaged, handicapped and/or the general social welfare; and in support of educational endeavors.

Authority: The final authority for granting permission for such uses shall be authorized by the Church Council, the Executive Committee, or its agent. All church staff make decisions based upon the direction of the Council. The Council has the right to accept or refuse requests from outside groups for use of the facility and property. **Note:** Use of classrooms in the Religious Education area is subject to additional approval and/or guidelines for usage by the Director of Religious Education.

Scheduling Priority:

The following priority of use shall be observed: 1) Congregation or Church Council events; 2) Church committee activities or events; 3) Non-church groups with permission for regular sustained use; 4) Intermittent use by groups with Church Council permission; 5) All other events. Any exceptions to this priority shall be specifically approved by the Church Council. Two or more events can be scheduled at the same time, depending on space availability and the nature of the activities, and the church reserves the right to schedule multiple events throughout the building. Respect for other programs using the building and its grounds is expected. A calendar for scheduling all activities is available in the church office and on the church website. **All events must be scheduled with the Church Office. Use of UUSB facilities is limited to the room(s) scheduled for the indicated event, for liability reasons.**

Guidelines and Procedures for Securing and Use of Building:

1. **Reserving Space:** Contact Church office for availability of requested date and preferred space, and to obtain the forms needed to submit the request. Non-church group functions require a "Request for Use of Facilities" form. User applicant fills out ALL applicable forms and returns them to the Church Office along with any required supplemental documentation. Council must approve the request. Upon approval, the Church office will notify the user applicant. Once Church office receives the required deposits, the event is laced on the Church's master calendar. All meetings and events must be scheduled on the church's master calendar. Groups may not meet at their discretion.
2. **Insurance Requirement:** non-church groups must present a valid certificate of event liability insurance which includes UUSB named as an "additional insured" on that event policy, to be submitted to the church office **before** the event can be scheduled.

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3. **Deposits:** Non-church groups are required to make a \$25.00 key deposit and room use deposit (50% of total use fee) when booking the event. The balance of the user's fee is due *3 days prior* to the event. The key deposit will be refunded after the key and completed "Use of Facilities Checklist" have been returned and the space used has been checked by a Church representative.
4. **Advertising:** Users must include contact person with address and telephone number. Non-church event information will not be available to the public through the church office. No individual may use the church facility for a commercial business purpose.
5. **Weddings/Memorials/Dedications:** The Minister of the UUSB and the Music Director have first right of refusal to perform such ceremonies.
6. **Co-sponsored Events:** Events co-sponsored by the UUSB will have the usage fee reduced by 33%.
7. **Smoke-free, Alcohol-free, and Scent-free facility:** Smoking and the use of alcoholic beverages or illicit drugs are prohibited on church property at all times. Wearing of scented products is discouraged out of consideration for others and potential allergies. (Likewise, please be aware of food sensitivities.)
8. **Clean-Up:** All building users are expected to clean up after their event. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services. UUSB retains the right to request a damage/cleaning deposit from users who have previously left the facility in unsatisfactory condition.

Usage Fees: All building use scheduling must include time for set-up and clean-up. Fees and conditions for long-term use arrangements can be negotiated with Church Council through the Church Administrator.

Anniversaries, Baby Showers and Other Special Family/Life Events – Only members may use the building for these types of gatherings. For specific criteria and guidelines, see "UUSB Member Events" policy.

Event Rates: Member Weddings/Receptions/Dedications/Memorials – No fee.

Non-Member Weddings/Memorials/Receptions – Rehearsal: \$50.00; Sanctuary: \$250.00; Receptions: room rates below. Non-member weddings require a \$100 security deposit, refundable if facility is left in satisfactory condition.

Effective 9/1/2018	April 1 through October 31		November 1 through March 31	
Space:	Half Day (4 hrs)	Full Day (8 hrs)	Half Day (4 hrs)	Full Day (8 hrs)
Dorothy Memorial & Kitchen	\$115.00	\$175.00	\$150.00	\$225.00
Sanctuary	\$125.00	\$175.00	\$150.00	\$225.00
Vestry with Kitchen	\$ 60.00	\$110.00	\$ 90.00	\$140.00
RE Classrooms	\$ 14.00 per hour (min. 2 hrs.)		\$ 18.00 per hour (min. 2 hrs.)	
Staff:				
Musician (accompanist) (<i>optional</i>)	\$150.00 per service			
Sound Equipment:				
Fender Sound System	\$25.00 per event + \$10.00 set-up/pack-up fee			

