

CHURCH RENTAL POLICY UNITARIAN UNIVERSALIST CHURCH OF AKRON



Rental of Church facilities shall follow established rental rates. Any exceptions or special contracts must be approved by the Board or its authorized representative. The policy is uniform and includes members, long term, and short-term rentals. The Board delegates to the church administrator the flexibility to work with short-term renters and offers up to a 20% discount on the total rental, based upon intensity of use, number of people, etc. When booking keep uppermost that rental must cover costs and hopefully generate some income. Individual church members of UUCA are not charge rental fees for room use except for Kitchen in Hannah hall and Facility Coordinator fee if applicable.

All rental inquiries go through the Office Administrator to confirm date and room availability and to review rental fees. A rental form is completed, and a deposit is collected if applicable. Rental is put on the church calendar and Sexton is informed of the rental and any set up that might be needed. If the rental involves the kitchen in Hannah Hall, the kitchen coordinator is notified and will make arrangements with the rental party to go over the proper and safe use of appliances, etc. If the rental involves use of AV or media equipment consultation with tech team is required where applicable. Fees may apply.

For large events such as weddings, memorials or celebrations, a Facility Coordinator will be assigned. See rates for fees. The Facility Coordinator is responsible for ensuring all information is communicated to the necessary parties in a timely manner, that the church property is not misused and that the building is secure once the event has ended. A check list and report will be completed and submitted by the Facility Coordinator.

Proposed long-term renters, with whom contractual terms and rental terms realistically need to be worked out on a case-by-case basis, need to be approved by the Board of Trustees.

A proposed rental of the church facilities on a holiday or other day the facility is closed, for whatever reason is presumptively inappropriate unless it is a major rental (like wedding/memorial) that involves the sanctuary plus additional rooms, and hence justifies the cost for opening the church, turning up the heat or air conditioning, plowing and clearing snow, if necessary, etc. Requests for rentals on these days must be approved by the Board of Trustees and in consultation with the Sexton.

The Church reserves the right to refuse use of its facilities to any organization whose activities and objectives are contrary to the basic principles of Unitarian Universalism. Proposed rentals from users who raise any issue of concern should be brought to the Minister and, if necessary, to the Board of Trustees for approval.

Event Rentals: Upon completion of facility rental agreement and receipt of deposit, the reservation will be confirmed, and the date of the event will be posted on the main calendar in the church office and notifications made.

A deposit of 25% is required for large rentals. This deposit holds the date and room for the event. The deposit is non-refundable upon cancellation. However, it will be refunded after the completion of the event given that all fees have been paid and the rental space is left in satisfactory condition per the Facility Coordinator.

One-half of total rental cost is due 30-days prior to the date of rental. Payment is due in full 10 days prior to your rental. Failure to comply may result in cancellation with no refund of deposit.

Ongoing Rentals: Rentals for classes or weekly meetings do not require a deposit. Unless prior arrangements are made, payment is due at the beginning of each month for all reserved dates that month. Rental fees and/or deposits are negotiated based on the relationship between the renter and the church. New renters may be required to provide proof of insurance or a deposit fee. No rental fee is charged for church sponsored programming including rentals made by partnering organizations.

The Church reserves the right to move the renter to another room on occasion to meet the needs of the Church.

Guests are expected to use reasonable care with the building and furnishings and to use equipment and furnishings for the normal intended use. The facility, its furnishings, and all equipment used MUST be left in the condition it was found. Any damage to the property will be the sole responsibility of the Renter. All guests must leave no later than the departing time listed on the Rental Agreement Form.

The Renter is responsible for securing the building when leaving if s/he is the last one out of the building. This includes locking all doors and turning off all lights.

The UU Church of Akron is a non-smoking facility. The Renter and guests must comply with all state and local laws and ordinances. The Renter will take all steps reasonable and necessary to assure that the event does not cause any disturbance or annoyance to the neighboring community.

Covid Policy: All church sponsored events must comply with Covid policy. All outside renters (including Community Partners) will be given the Covid Policy, encouraged to follow it, but ultimately will be responsible for enforcing the policy.

Security: If an event is expected to draw more than 100 cars, a security guard will be hired, at the renter's expense, to direct cars to other permissible parking areas. Fairlawn Police Department will be first contact to obtain such a security guard.

Use of Audio Visual Equipment: The LCD projector, screen, microphone and speakers are available for use for meetings and group events in Hannah (Fellowship) Hall. Tech support is available for consultation. If an event, whether a rental, church group or church event requires a tech person to run the projector, live stream the event or setup and/or run Zoom for the event, a fee is charged.

A equipment needed for rental of Sanctuary requires hiring our AV staff.

Use of Alcohol: The consumption of alcohol, including beer and wine, on the Church property shall be permitted only in conformity with the Settlement Agreement and adopted alcohol policy of the Board, when in immediate temporal association with a religious worship service which has occurred on the Church property, e.g., wedding receptions where the marriage ceremony has occurred on the same day on the church property. All alcohol, beer and wine remaining after any event shall be removed immediately from the Church property by the parties sponsoring the event.

Any use involving alcohol that is not following a religious ceremony (like a wedding, memorial service etc.) is presumptively not appropriate. Church community dinners proposing to serve alcohol must be approved by the Minister and Board of Trustees and sponsored by the Board, and in all respects conform with the alcohol policy of the church.

This policy will go into effect immediately.

Timeline: Adopted: Revised:

11/8/07, 9/23/09; **interpretations added** 9/23/09

Revised 12/22/21, 6/29/22, 2/13/24, 7/9/24