

## **Policies and Procedures for Non-Church-Sponsored Building Use First Unitarian Church, South Bend**

- 1. Non-Church Building Use Approval:** Non-church-sponsored building use must not conflict with the church's mission (see *Building Use Policy*). The **Building Use Committee** (BUC) must approve all non-church-sponsored building use. In addition, the Board of Trustees (BOT) must approve one-time use with reduced fees and any ongoing use, while the minister must approve use for weddings and rites of passage.
- 2. Priority Rules:** Church activities take priority over non-church-sponsored use. The church office records all church activities, as well as other building use, on the church calendar (<https://firstunitarian.us/news-events/calendar/>). Potential building users should consult the church calendar before submitting their request.
- 3. Building Use Requests:** All requests for non-church-sponsored building use must be submitted to the church office using the *Non-Church-Sponsored Building Use Request* form (online or on paper). After reviewing the request for completeness, the church office passes it on to the **Building Use Committee** (BUC) for immediate consideration of the feasibility and appropriateness of the non-church use. For requests needing BOT or ministerial approval, after its own approval, the BUC will pass the request on. During the approval process, the Church Office will communicate with the requestor.
- 4. Alcohol Use:** Any alcohol use during non-church building use must adhere to our *Alcohol Use Policy* and be approved in advance by the BUC. For BUC approval, the building use requestor must submit the *Alcohol Use Request Form* that is part of our *Alcohol Use Policy*.

Requirements for approved alcohol use include:

- A refundable/returnable damage deposit of \$200 (check made payable to First Unitarian Church) received in the Church Office at least one week prior to the building use.
- For events that require a *Temporary Beer and Wine Permit* according to our *Alcohol Use Policy*, a copy of the permit received and documentation of insurance in the Church Office at least one week prior to the building use. For details see our *Alcohol Use Policy*.

Note: If needed, The *Building User* is responsible for any costs associated with the certificate of insurance and the *Temporary Beer and Wine Permit*.

- 5. Building Use Coordinator:** If the building use is approved, the BUC will assign a *Building Use Coordinator* who is responsible for access to the building, assistance with needs related to the specific use, as well as the safety and security of the building during and after use. With rare exceptions, the *Building Use Coordinator* will remain on site during the building use, and must remain on site when alcohol use has been approved.
- 6. Building Use Agreement:** After the building use has been approved and the requestor indicates their agreement with the terms of use, the BUC will work with the church office to create a *Building Use Agreement* that documents the planned use, its costs and requirements. Upon BUC approval of the *Building Use Agreement*, the church office will forward the document to the future *Building User* for review and make arrangements for in-person signature and payment.

**7. Expectations Before, During and After Use:** Generally, the *Building User* is expected to follow the building use as described in its *Non-Church-Sponsored Building Use Request* and follow the guidance of the *Building Use Coordinator*. More specifically, the *Building User* must adhere to the requirements listed in the *Building Use Agreement*, including those for basic cleanup.

**8. Damage/Extensive Cleaning:** The *Building User* is liable for any damage to church property and/or the need for extensive cleaning. The *Building Use Coordinator* will document, and discuss with the *Building User*, any damage noted and/or areas that need extensive cleaning, at the end of the use. The *Building Use Coordinator* will report and follow up on any damage and cleaning needs with the Church Office and the Building Committee.

**9. General Usage Fees:** Set up time must be included in rental time. Clean-up time is not charged, but for planning purposes, a requestor should indicate expected time needed.

Room/Area	Room Capacity	Hourly Rate (Minimum 1 hour)	Daily Maximum
Sanctuary		\$80	\$600
Foyer		\$40	\$300
Kitchen (Warming)		\$20	\$200
Conference Room		\$30	\$250
Meeting Room		\$20	\$150

Note: Personal use by Church members or staff may receive a 50% discount.

**10. Bundled Wedding Fees:** For smaller weddings, General Usage fees above may be used. However, for larger weddings, the following bundled fees may be used.

**Wedding Only** - \$600. This fee includes a rehearsal, use of the sanctuary and its sound system for the ceremony, as well as pre-ceremony access to the sanctuary for decorating purposes and dressing rooms.

**Wedding and Reception** - \$950. This fee includes a rehearsal, use of the sanctuary and its sound system for the ceremony, as well as pre-ceremony access to the sanctuary for decorating purposes and dressing rooms. In addition, this bundle includes use of the warming kitchen, conference room and foyer for a reception. Please note: This bundle does not include a DJ or musician, nor do we have a foyer sound system.

**Rehearsal Dinner**- additional \$100. This includes use of warming kitchen, conference room and foyer.

Members receive a 50 % discount on bundled wedding fees for themselves or immediate family.

**11. Fee Payment:** For general usage fees, payment is due with the signed *Building Use Agreement*. For bundled wedding fees (see below) a non-refundable deposit of one half of the total fees is due with the signed *Building Use Agreement*. Full payment is due one month prior to the wedding date.