

BUILDING RENTALS

Feb 17, 2025

It is the policy of the Board of Trustees of the Unitarian Universalist Church of Delaware County (UUCDC) that the religious and social life of the congregation shall have priority in the use of the building. In the absence of interference with our needs, use of the building under the procedures described herein by members of the congregation and/or outside persons and organizations will be welcome.

UUCDC is a congregation strongly committed to promoting the inherent worth and dignity of all individuals. UUCDC prohibits the use of its property for any purpose which may reasonably be construed to promote oppression, discrimination, and/or violence in any form. Any lessee(s) who violates this clause will be considered in breach of contract and this lease may be terminated immediately. UUCDC reserves the right to refuse entering into future lease agreements and to pursue any appropriate legal actions at its discretion.

GENERAL INFORMATION

Preserving Assets

All individuals or groups using the congregational facilities are expected to actively contribute to preserving the building and its equipment as valued community assets. Renters are responsible for any damages incurred during their use. Organizations and individuals will be charged for damage beyond normal wear and tear, with reasonable fees determined by the Administrator, with consultation with the Grounds Chair, Building Chair, and/or Sexton, as needed. If damages exceed the security deposit, the Group Representative will be held accountable for the remaining amount.

The applicant agrees to indemnify and hold the church harmless from any loss or damage arising from their use of the facilities, including that caused by their agents, employees, guests (invited or otherwise), co-sponsors, participants, or anyone associated with their activities. This indemnity includes covering any attorney's fees incurred by the church.

Fee Payment

To secure the date, all users are required to pay half of the Reservation Fee, as well as the Security Deposit and Event Support Fees, along with the completed [Rental Agreement](#). All remaining fees must be paid no later than two (2) weeks prior to the event.

- A prorated cancellation fee may be assessed as follows:
 - 100% refund of the deposit prior to 1 month before the event
 - Refund is prorated for cancellations between 1 month and 1 week before the event
 - 50% refund 1 week prior to the event.
 - No Refund for cancellations <1 week before the event
- A \$50 fee for any returned checks.

Event Manager

The UUCDC Event Coordinator or another UUCDC member must be present at all events to serve as the Event Manager to open, close, and inspect the facility after the event. An additional hourly fee will be charged to have an Event Manager present. If a UUCDC Member is attending the event and is willing to serve as the Event Manager, then the fee will be waived. A compensated agent of the congregation (\$25/hr, minimum 2 hours) will act as the Event Manager and be present for Public building use. Exceptions may be made for long term events and frequent organizational use. Two Event Managers are required to be present when alcohol is served. The Event Manager will inspect the premises at the end of the event with the Group Representative for the event to ensure all areas are clean and rooms are set-up as they were found. If this is not the case, additional fees will be incurred and subtracted from the Security Deposit.

Kitchen

All kitchen equipment including appliances, dishes, etc. must be cleaned and restored to their original condition. General instructions for the use of the stove, microwave, coffee makers, etc., are posted near the machines. All kitchen generated laundry should be put in the hamper in the kitchen. Any stored food is unavailable for use.

Linens

Table linens are the responsibility of the user and are not provided by the congregation to non-congregational groups. Congregational groups must see to the cleaning and/or replacement of any congregation-owned table linens.

Furnishings and Equipment

All areas of the facility should be left in the way they were found at the time of the engagement. All furniture, chairs, tables, should be put back as originally arranged.

Trash Removal

Renters will either remove trash from the premises or pay a \$100 fee for removal. If refuse is left at our facility, the removal charge will be taken from the Security Deposit. There are containers located in various locations for recycling material such as cans and plastic.

Smoking

Users must agree to abide by the no-smoking policy established for the entire building and within twenty-five (25) feet of any door or window. An additional fee will be charged for grounds cleanup, including excessive litter from cigarettes.

Alcohol

It is the responsibility of the party renting UUCDC facilities to ensure that no alcohol is available to those under age 21. No permit is required for an open bar. A Special Occasion permit for selling alcohol is required from the PA Liquor Control Board. A copy of the permit is required to be provided to the Office Administrator.

In addition:

- UUCDC shall not be held responsible for the safety or actions of anyone consuming alcohol on congregational property.
- Licensed servers, if required, must be secured by the user.
- User shall remove all containers of alcohol from the building upon departure.
- Law enforcement shall be called should behavior become inappropriate for any reason including due to excessive alcohol consumption.

Decorations

Nothing may be affixed to, or removed from, the walls or doors without permission from the Office Administrator. If approved, only painter's tape is permitted for hanging decorations. The using group shall assume responsibility for any damage and/or personal liability resulting from decorations. Nothing may be placed on the piano or piano bench. No greenery or flowers may be placed on wooden surfaces. Candles must be dripless and supported by non-flammable candleholders and shall not be left unattended. No free-floating balloons or balloon release inside or outside the building. No confetti. Only bubbles or birdseed can be used outside.

Music and Audio-Visual (A/V) Equipment

The projectors, wall-mounted monitors, sound system, and microphones of the congregation are available for use and must be approved by the Office Administrator. If approved, a UUCDC AVTeam member must be hired to set up and operate the equipment. An additional hourly fee will be charged for each AVTeam member required. If a UUCDC Member is attending the event and is trained on the AV equipment, then the fee will be waived. A compensated agent of the congregation (\$25/hr, minimum 2 hours) will act as the AV coordinator. If it is desired to use the AV equipment to stream the event on Zoom, then 2 AV technicians are required.

UUCDC does not provide music or musicians for any group. Users must independently contract musicians. The piano shall not be used or moved, without prior approval of the Office Administrator. Nothing shall be placed on the piano. The piano will not be tuned for a rental event.

Rites of Passage (Weddings, Child Dedication, Memorials)

The UUCDC Minister has the right of first refusal to serve as an officiant.

Off-Site Promotion

Once use has been confirmed, users may state the name and location of UUCDC in their promotional materials. All promotional pieces must clearly show the sponsor of the event, whether the event is affiliated with UUCDC, and who is the beneficiary of proceeds, if any.

1. Nursery use is no charge with full donation for another room. (Requires clean-up and adult supervision at all times)
2. Our building (including bathrooms) is a smoke/vape free facility
3. Any alcohol must be consumed responsibly and in limited quantities and requires an additional Event Manager as listed above.
4. Any damage to the facility is the responsibility of the agent signing the form.
5. If the building is not returned to the state that it was found, an additional cleaning/setup fee will be charged (Min \$100.00)
6. Set-up time prior to the scheduled use date may require additional fees.
7. See Building Use Form and Policy for additional information.

Adoption of the Policy

This policy by vote of the board is hereby adopted.

UUCDC by Marylin Huff
[Name of Congregation] Board President

and John Davies
Board Vice President

Dated this 17 day of April, 2025.

Additional documents that we need:

Convert request to print and mail the rental request to an online form