



UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com



UUCSC FACILITY USE POLICIES

(for UUCSC)

Table of Contents

	<i>Page</i>
Facility Use Guidelines.....	2-3
Facility Use Policies and Fees.....	4-5
Rites of Passage/Staff Services.....	5-6
Access to Church.....	6-7
Operating Sound System.....	7-8
Chair Configuration.....	8
Facility Use Form (Attachment A).....	9
Facility Use Form (Attachment B).....	10
Closing Checklist (Attachment C).....	11



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY**
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com



UUCSC Facility Use Guidelines

1. No events shall be scheduled on Sundays prior to 2:00 pm.
2. All events must end by 11:00 p.m.
3. A damage/security deposit in the form of a check for \$200 is required for all uses. Rules governing these deposits can be found on the Facility Donation Schedule. If the security deposit is not needed upon inspection after the event, it will be voided by UUCSC and shredded for confidential information.
4. The number of persons permitted in each room may not exceed the number specified on the Facility Donation Schedule on page 4. Charges are per event, assumed not to exceed more than 4 hours. If the event extends beyond the 4 hours, payment for the additional time will be charged at the specified hourly rate, and may be deducted from the security deposit (e.g., if the Sanctuary is rented for 4 hours at \$200 but runs for 6 hours, and additional \$100 would be charged).
5. UUCSC anticipates that an event will not exceed 6 hours. If an event extends beyond six hours funds may be retained from the security deposit.
6. Any damage must be reported immediately by phone to the UUCSC Office Administrator. Cost of repair will be the responsibility of the user, if it exceeds the security deposit.
7. It is the user's responsibility to ensure that, at the conclusion of the event, each room is properly cleaned, organized and returned to the same condition they found it. User is responsible for all trash removal in dumpster in back of parking lot.
7. Only spaces designated for rental in the UUCSC Facility Use Agreement may be used.
8. Non-church members may not use office equipment, including the telephone, unless in an emergency.
9. All non-members applying for use of the facility must be at least 18 years of age.
10. Decorations - No nails, tacks, screws, staples, nor paint or damaging tape may be used on the walls and/or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
11. Smoking is not permitted in any part of our facility. If guests smoke outside, all cigarette butts must be disposed of properly.



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com**



12. Storage is not available for non-church uses.
13. The existing alcohol use policy governs consumption of alcohol on the premises.

Facility Guidelines Continued

14. No food or beverages are allowed in the Sanctuary, without prior permission.
15. No animals are permitted on the premises, with the exception of service animals.
16. Children must be supervised at all times within church buildings and grounds. Adequate adult supervision is required for events involving children or youth. Use of playground equipment is at user's own risk.
17. **THERE IS NO ACCESS TO PEACE DALE POND. UUCSC SHALL HAVE NO LIABILITY FOR ANYONE USING THE POND.**
18. **Publicity - No facility user may advertise the UUCSC name, as a sponsoring organization, in their marketing or promotional literature without approval from the Communications Committee unless it is a Unitarian Universalist Church event or affiliated organization event. Non-Church events are prohibited from listing the UUCSC phone number on advertising materials as a contact number for further information. It is the responsibility of the user to provide all necessary information, including directions, to those who may need them.**
19. Renters are expected to be in compliance with copyright laws. For example, videos should have public performance rights, no printed copies of copyrighted material should be distributed unless permission has been obtained from the publisher. Copyrighted music should be covered by the UUCSC PERFORMusic license.
20. Requests for use of the piano, audio equipment or any other equipment belonging to the UUCSC shall be made through the UUCSC Office Administrator, and arrangements will be specified in Facility Use Agreement. Outside groups cannot use sound or other equipment without UUCSC training or supervision by UUCSC on-site representative.
21. If UUCSC determines at any time that a violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in the use of our premises for the function, we reserve the right to cancel the function. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable either to you or your caterer for any such cancellation.



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com**



UUCSC Facility Use Policies and Fees

The UUCSC facilities and grounds are available for use by members, pledging friends and other organizations and individuals, for purposes in keeping with Unitarian Universalist principles and to serve the greater community. It is recommended that rooms be reserved as far in advance as possible due to high demand.

RESERVATION FEE INFORMATION

Everyone, including members, who wish to use UUCSC space, (for ongoing or one-time use) must fill out a “Facility Use Request Form” (Attachment A or B, whichever is appropriate) and submit it to the Office Administrator. The Office Administrator will check availability and respond to the request within one week’s time.

In order to secure the space, users must deposit half the required fee with their request form. Final payment must be received on or before the date of facility use. Repeat users deposit is one month’s fee.

UUCSC reserves the right to rescind or reassign the reserved space should it be needed for a memorial service/reception, although effort will be made to avoid a last-minute change. Rate sheets for memorials or funeral services are available through the UUCSC office, and are listed on page six.

ROOM CAPACITIES

South Kingstown Union District Fire Marshall has determined the following room capacities:

Sanctuary Capacity 168 lower level and 18 altar, total 186

Community Room - 46

Priority Uses:

First Priority Use: The UUCSC Minister, Board of Trustees and Committees may use the building for regular meetings at no charge.

Second Priority Use: UUCSC members and pledging friends may use building space without room charges for offerings to the congregation and for rites of passage, provided they have been members or pledging friends for no less than six months prior to the request. This may be altered at the Minister’s discretion. A damage deposit may be required for certain uses. “Additional Fees” may apply.

Third Priority Use: Non-profit groups, organizations and individuals whose purpose is compatible with UUCSC’s, may arrange for use of church space on a regular or single event basis, with the approval of the UUCSC Office Administrator. Facility Use Fees apply at the discretion of the Minister and Office Administrator and will be stated in a required Facility Use Agreement.

Conflicts: The above priorities notwithstanding, once an event has been scheduled with the Office Administrator, it is “on the calendar”. If a scheduling conflict inadvertently occurs, the Office



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com**



Administrator will notify both parties promptly and attempt to collaborate so that, if possible, both groups can be accommodated.

FACILITY DONATION SCHEDULE

Priority One and Two: Use of building space for a reception after a rite of passage or group event may involve expense to UUCSC. All members, friends and groups may be expected to pay the Additional Fees listed below, although they will be not charged for any room use fees.

Priority Three:

1. Sanctuary, Community Room and Kitchen: \$200, \$100 and \$50 (4 hours)
2. Each Classroom and Nursery: \$35 (4 hours)
3. Long Term Use Negotiable

ADDITIONAL FEES

Priority One, Two and Three:

1. UUCSC On-site Representative: \$50 for two hour minimum (or per event), \$25.00 for each additional hour. Presently, we do not have on-site representatives; this is expected to change (Dec. 2017). Until then, keys will be loaned.
2. Damage Deposit: \$200 for parties, receptions & high-activity events. This fee may be reduced at the discretion of the Office Administrator. Compliance with any requirements of UUCSC's insurer may result in additional cost.

REFUNDS

A full refund will be given if cancellation occurs two weeks prior to scheduled use, or if the space is re-rented before the intended date of usage.

RENTAL REQUIREMENT – INSURANCE CERTIFICATE

Parties wishing to rent UUCSC facilities for non-Church events (one time or long term) must complete a standard Facility Use Request (Attachment A) if their event is outside of the scope of our insurance rider. All outside organizations must add UUCSC onto their insurance (this is sometimes called a One Time Event Endorsement) with coverage of \$1,000,000 with UUCSC named as additional insured. Endorsement must be received by Office Administrator 14 days prior to event. A copy of this rider must be given to the Office Administrator for event to occur. The certificate must include a provision that insurance will remain in effect through the rental period.

rites of passage ~ STAFF SERVICES

Users may hire their own Minister for non-Congregational Rites of Passage, though Rev. David has first refusal. In addition, the UUCSC Music Director will have first refusal.



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY**
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com



Separate arrangements must be made with the Minister if his or her services are requested.

The Fees for Rites of Passage are listed as follows:

**Unitarian Universalist Congregation of South County
Fees for Funerals or Memorial Services**

	Current active members*	Non-members or inactive members
Sanctuary	No charge	\$200
Community Room	No charge	\$100
Minister of UUCSC	No charge	\$350
Music Director	\$150	\$200

RECEPTION ~ If members of the church can provide a reception, a donation is appropriate to cover their costs. Their time is graciously volunteered.

*active members will have attended worship services a number of times during the current year or have made an annual pledge to the church.

PRINTED BULLETINS: It is the family's responsibility to arrange for printed bulletins. For those desiring a printed bulletin, the Minister will be pleased to supply an order of worship in advance. Copyright guidelines must be followed.

OUT OF STATE FUNERALS: It is the expectation that the Minister's mileage (@.505 per mile), meals, and motel lodging will be paid by the family.

IN REMEMBRANCE: Some families desire to honor members by asking that in lieu of flowers, contributions be made to UUCSC, to be noted in the obituary. Special envelopes are available and may be placed at the door to the sanctuary.

How to Gain Access to the UUCSC Church

- 1) **Obtain a Key from Office Administrator:** Contact uucscri@yahoo.com or 783-4170, Option 1.
- 2) **Open and Close the Outside Church Doors**
 - a. After entering the outside church door with key and letting the glass door close, look at the doors and notice a silver "push bar" in the middle of each door. This is a second lock.
 - b. The bar will be in the **OUT** position when you have just unlocked the main door. When the bar is pushed **IN** the door is unlocked. When the bar is **OUT** - the door is locked to outside access.



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com**



You can always get in or out from the inside by pushing the bar. This is a fire safety egress feature. The door will lock behind you unless you have performed the procedure below.

*c. To allow the door to be opened from the outside to let people in, the bar must be in the **IN** position.*

d. To do this first find an “L” shaped metal wrench or key (Allen Wrench) which is located to the right of the doors on top of the cross bar that separates the top and bottom glass windows (all the way on the end of the bar next to the wall that has the door to the community room). Put the end of the wrench in a small hole on the end of the silver cross bars, turn it as you push the bar in. The door is now unlocked.

*e. To **lock** the door put the Allen wrench in the hole and turn it the opposite way until the silver bar pops out.*

3) To Open the Community Room

The access to the community room is from inside the sanctuary. Unlock sanctuary, use lights on right at top of stairs if necessary and proceed to access door to community room. After gaining access to the community room, you can manually unlock door to entry hall and unlock door for handicap access.

How to Operate the Sanctuary Lights

Turn on the lights to the sanctuary which are located at the top to the steps on the right-hand wall as you enter the sanctuary. There are also light switches on wall near community room access. The rest of the lights are switches below the electrical panel in kitchen on the right-hand wall as you enter the kitchen from the sanctuary. Posted information will be there.

Operating the Sound System

Turning the sound system on when using the wired microphone(s)

- 1. Remove the cover from the mixing board and stow in the music room.*
- 2. On the mixing board, the two right-most yellow slider controls should be in positions marked with tape. Align the black lines with the dots. (**M** is for main or master speaker; **aux spkrs** is for speakers at the side of the sanctuary). The white slider labeled “wired mic” should be aligned with the number 5.*
- 3. Plug the black UPS strip into the electrical outlet.*
- 4. Press the UPS unit’s power button once. The green light will flash, then stay on.*



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY**
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com



5. *The amplifier is below the mixing board. Press the button on the amplifier to turn it on. The volume controls will flash, then go out. Turn the two knobs to the 3 o'clock position.*

Turning the sound system off

1. *Turn the amplifier's two volume controls all the way to the left. Press the power button on the amplifier to turn it off.*
2. *Press the power button on the UPS power strip. The light will go out.*
3. *Unplug the UPS strip.*
4. *Cover the soundboard.*

Sanctuary Chair Configuration

The new chair configuration in the Sanctuary is permanent and designed for the essential safety, evacuation, and accessibility of all persons. All groups using the Sanctuary space must return chairs to their original position as described below:

Chair Guide:

- Line up each row of chairs.
- Line up chairs evenly with the rug in the middle aisle.
- Six chairs (6) in each row on left side of Sanctuary and five (5) chairs in each row on right side (last row has six 6).
- All chairs should be hooked together (except armed chairs)
- The total number of chairs set up is 163 on lower level, 18 on Altar, total of 186.

Before you leave, please do a final assessment of chair placement.

Thank you!



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com**



ATTACHMENT A

Non-UUCSC Member/Friend FACILITY USE REQUEST & AGREEMENT FORM

The Unitarian Universalist Congregation of South County (UUCSC) is pleased to offer use of its facilities and grounds, for purposes in keeping with UU principles and to serve the greater community.

Space is allocated on a first come first serve basis. Please write down your preference for date and time, but it would be helpful to add second choices for schedule flexibility.

If request is for recurring use, space will be allocated for six-month's time. At the end of the period, negotiation for continued use may occur.

Thank you for your cooperation.

Date(s) Requested (or week or day preference) _____

Time of Day _____

One Time Only _____ Recurring: _____

Type of Event/Offering _____

Room(s) Requested _____

Will Kitchen be Used? ____ yes ____ no

Microphone Needed? ____ yes ____ no

Other equipment requested? _____

Do Sanctuary Chairs Need to be Stacked to Clear Space? ____ yes ____ no

Time(s) Requested (include set-up and clean-up time): _____

Of participants: _____ #of facilitators (min. of 2 required) _____

Name of Organizer & Organization: _____

Phone: (day) _____ (cell) _____ (email) _____

UUCSC Building Use Policies and Guidelines accepted: (date) _____

Add'l insurance needed: ____ yes ____ no Cert. Of Insurance rec'd. (date) _____

Donation received: (date) _____

Damage Deposit Received? ____ Yes ____ No (Initial Office Administrator)

Amount Room Fee _____ Date of Payment _____ (Initial Office Administrator)

Date approved & entered on UUCSC General Calendar: _____

Signature of UUCSC Representative.: _____



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com**



ATTACHMENT B

**UUCSC Member/Friend FACILITY USE REQUEST & AGREEMENT FORM
(Attachment B)**

UUCSC Facility Use Request and Agreement Form for UUCSC Sponsored Events

UUCSC is pleased to offer use of its facilities and grounds, for purposes in keeping with UU principles and to serve the greater community. The intention of this form is to be used when room fees are not applicable due to being UUCSC sponsored events (e.g., legislative forums, MLP, speakers, UUCSC events, etc.). Rites of passage (weddings, memorial services, baby naming services etc.) are covered by a separate form/checklist specific to those events. *Regular committee meetings do not require the use of this form.*

This form is not to be confused with Attachment A of the Facility Use Guidelines, "UUCSC Facility Use Request & Agreement Form" which is to be used by events not sponsored by UUCSC (e.g., rental by an outside group for a non-UUCSC sponsored event).

UUCSC Sponsoring Group and/or Person(s):

Key Holder who will open and close UUCSC for event (if not a key holder, indicate key(s) borrowed):

Date/Dates (if recurring event):

Time (include setup and closing up): -

Room(s) Requested:

Type of Event:

Microphones Needed?

Expected Number of Participants:

Phone (cell & home):

Email:

This is a request and not confirmed until Karen St. Peter (Office Administrator) has added the event on the master UUCSC calendar.

Jan. 2018



**UNITARIAN UNIVERSALIST CONGREGATION
OF SOUTH COUNTY**
27 North Road
Peace Dale, RI 02879
401-783-4170 and uucscri@yahoo.com

**Facility Check-Out Form (Attachment C)
CHECKLIST FOR CLOSING BUILDING AFTER EVENT**

Turn Heat/Air Conditioning On and Off

Air Conditioning on/off is in the Community Room on the wall on the right as you enter the community room from the kitchen. Heat thermostat is on the wall partitioning the community room. Please put thermostats back to original position and turn air conditioning off when leaving. When switching from air-conditioning the Sanctuary to the Community Room (and vice versa) please wait 5 minutes after shutting off one room and restarting air in other room.

Secure the Facility

Checklist for Closing UUCSC - After Events

1. _____ Replace chairs in proper configuration
2. _____ Close and lock windows and all doors, including exit doors.
3. _____ Clean kitchen counters, make sure no food is left out
4. _____ Collect all garbage and dispose of in dumpster to left rear of building
5. _____ Sweep floors in all rooms used (not needed if custodial fee paid)
6. _____ Lower thermostat back to 60 degrees (in cold months); turn off air conditioning
7. _____ Turn off all lights
8. _____ Sanctuary, Community Room, and Exterior doors are to be locked.

***Cleaning supplies are located in closet in women's bathroom.
Broom for sweeping is in closet in Community Room.***