



## UUCSC FACILITY USE POLICIES

Reviewed and revised by Facilities Committee - July 3, 2024  
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**Annual review:**

Reviewed and revised by Facilities Committee \_\_\_\_\_  
Reviewed and approved by Board of Directors \_\_\_\_\_

## Table of Contents

	<i>Page</i>
<b>UUCSC Facility Use Policies.....</b>	<b>3</b>
<b>Facility Use Fees.....</b>	<b>5</b>
<b>Rites of Passage/Staff Services.....</b>	<b>6</b>
<b>How to Gain Access to the UUCSC Facility.....</b>	<b>7</b>
<b>How to Operate the Sanctuary Lights.....</b>	<b>8</b>
<b>How to Turn Heat/Air Conditioning On and Off.....</b>	<b>8</b>
<b>Operating Sound System.....</b>	<b>9</b>
<b>Chair Configuration.....</b>	<b>9</b>
<b>Fire Emergency Policy.....</b>	<b>9</b>
<b>Facility Use Request Form (Attachment A).....</b>	<b>11</b>
<b>Facility Use Member/Friend Request (Attachment B).....</b>	<b>13</b>
<b>Closing Checklist (Attachment C).....</b>	<b>14</b>

## **UUCSC Facility Use Policies**

1. Anyone interested in renting the UUCSC facility should, first, schedule a time to meet with the UUCSC Office Administrator to discuss these policies and the event of interest.
2. All non-members applying for use of the facility must be at least 21 years of age.
3. No events shall be scheduled on Sundays prior to 2:00 pm.
4. All events must end by 11:00 p.m.
5. 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 Fee Schedule, page 6 below. If UUCSC determines that there is no damage to the facility and no cleaning required after inspection following the event, the security deposit check will be voided by UUCSC and returned to User.
6. The number of persons permitted in each room may not exceed the number specified in the ROOM CAPACITIES section on page 5.
7. Rental charges are per event, with a minimum rental of 4 hours. If the event extends beyond 4 hours, payment for the additional time will be charged at the specified hourly rate (See Fees, page 6), e.g., if the Sanctuary is rented for 4 hours at \$200 but runs for 6 hours, an additional \$100 would be charged (\$50/hour rate). The Oneto Community Room (Oneto Room) and Kitchen are charged a different fee. There is no reduced rate for events running fewer than 4 hours, and no refund for an event that ends before 4 hours.
8. Any damage must be reported by phone to the UUCSC Office Administrator (leave a message). User will be responsible for the cost of the repair. If the User does not promptly repair the damage or pay for the cost of the repair, UUCSC will use their security deposit to make the necessary repair.
9. It is the User's responsibility to ensure that, at the conclusion of the event, each room is properly cleaned, organized and returned to its original condition. User is responsible to bag and secure all trash and leave it in the kitchen.
10. User may only occupy the specific parking area of the building specified in its rental agreement.
11. Non-church members will not have access to the offices.
12. Decorations - No nails, tacks, screws, staples, nor paint or any type of 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.
13. Storage is not available for non-church uses.

14. Smoking is not permitted in any part of our facility. If guests smoke outside, all cigarette butts must be disposed of properly.
15. The UUCSC alcohol use policy states “No alcohol use on campus/grounds”. Thus, there will be no alcohol use on the campus or grounds for renters of UUCSC facilities.
16. No food or beverages are allowed in the Sanctuary without prior permission.
17. No animals are permitted on the premises, except for service animals.
18. Minors using the UUCSC playground and equipment must be supervised by an adult at all times. Individuals *attending UUCSC-sponsored events (e.g. RE, picnics, outside worship)* may use the equipment and playground under appropriate adult supervision. For events sponsored by individuals, groups, or organizations that are independent of UUCSC, individuals may use the playground and equipment ONLY if we have received a Certificate of Insurance naming UUCSC as an “additional insured” (see #21 below).
19. NO USER OR THEIR GUESTS MAY ACCESS PEACE DALE POND. UUCSC SHALL HAVE NO LIABILITY FOR ANYONE WHO VIOLATES THIS RULE.
20. Publicity – No facility User may advertise the UUCSC name, as a sponsoring organization in their marketing or promotional literature without approval from the UUCSC Communications Committee. Unitarian Universalist Congregation events or affiliated organization events are exempt. No one may list the UUCSC phone number on advertising materials
21. Please see Attachment A for details about providing UUCSC with the verification of having obtained the appropriate insurance coverage. Fourteen (14) days prior to any event, all users must supply UUCSC with a Certificate of Insurance from the User’s insurer. That Certificate must document coverage of one million dollars (\$1,000,000) and name UUCSC as “an additional insured” The Certificate must state that it will be in force for the duration of the event (see Page 6- RENTAL REQUIREMENT – INSURANCE CERTIFICATE).
22. Users are expected to be in compliance with copyright laws. For example, videos should have public performance rights. In addition, no printed copies of copyrighted material are allowed to be distributed unless permission has been obtained from the publisher. Copyrighted music should be covered by the UUCSC PERFOR Music license
23. 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 any acceptable arrangements will be specified in the Facility Use Agreement. Outside groups cannot use sound or other equipment without UUCSC training or supervision by UUCSC on-site representatives.

The UUCSC has two sound systems, one for the Sanctuary and one for portable use. Only trained Staff, Members and Friends may use them. Each system has a set of directions that must be

followed to properly use and maintain the system. Please see one of the following to schedule a training session:

- Congregational Administrator
- Facilities Chair
- Resident Sound Technician (who can be contacted through any of the above)

24. Use of the kitchen stove is prohibited for any use by any individual or organization.
25. 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 any function, UUCSC reserves the right to cancel the function. Any such determination shall be pursuant to UUCSC's sole discretion and shall be binding and final. UUCSC will not be liable for the cancellation to User, its caterer, or anyone else associated with that event.

## **UUCSC Facility Use Fees**

The UUCSC facilities and grounds are available to members, pledging friends and other organizations and individuals, for purposes in keeping with Unitarian Universalist principles and to serve the greater community. UUCSC recommends 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. Groups that use a room repeatedly, e.g. daily, monthly, will have a deposit of one month's fee submitted before beginning usage.

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 6.

### ROOM CAPACITIES

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

Sanctuary Capacity - **168** lower level and **18** altar, total **186**

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

#### FACILITY FEE 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. For that reason, 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, Oneto Room and Kitchen: \$200, \$100 and \$50 respectively for a minimum period of 4 hours-
2. Each Classroom and Nursery: \$35 (4 hours)
3. Long Term Use Negotiable

#### ADDITIONAL FEES

#### Priority One, Two and Three:

1. If a UUCSC on-site Representative is needed during the event, the fee will be \$100 for 4 hours minimum, \$25.00 for each additional hour.
2. Security/Damage Deposit: \$200

#### 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-UUCSC Congregation events (one-time or long-term) must complete a standard Facility Use Request (Attachment A).

Fourteen days prior to any event, all users must supply UUCSC with a Certificate of Insurance from the user’s insurer. That Certificate must document coverage of \$1,000,000 and name UUCSC as “an additional insured” The Certificate must state that it will be in force for the duration of the event. A copy of this rider must be given to the Office Administrator for event to occur

**rites of Passage ~ Staff Services**

With UUCSC’s consent, User may hire their own Minister for non-Congregational Rites of Passage, though the UUCSC minister has first refusal. In addition, the UUCSC Music Director will have first refusal.

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
Oneto Room	No charge	\$100
Minister of UUCSC	No charge	\$350
Music Director	\$150	\$200

RECEPTION ~ If members of UUCSC 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 (at the federal mileage reimbursement rate at the time of the event: e.g., 2024 = \$.67 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 Facility**

**1) Meet with the Office Administrator to obtain a Key and Ramp Door Code.**

Contact [uucscri@yahoo.com](mailto:uucscri@yahoo.com) or 401-783-4170, choose option 1. The Office Administrator will review how to open and close the building.

**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. You can always get 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 put the bar in the **IN** position, 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 Oneto 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 Oneto Room**

Once inside the building, the access to the Oneto Room is from inside the Sanctuary. Unlock the door to the Sanctuary with the key. Use lights on the right at the top of the stairs if necessary and proceed through the Sanctuary to access door to the Oneto Room. After gaining access to the Oneto Room, User can manually unlock door to the entry hall, The ramp door code unlocks the ramp door for handicap access.

## **How to Operate the Sanctuary Lights**

The light switches to the Sanctuary are located at the top to the steps on the right-hand wall as you enter the Sanctuary. There are also light switches on the wall near the Oneto Room access. The rest of the light switches are located below the electrical panel in the kitchen on the right-hand wall as you enter the kitchen from the Sanctuary. Posted information will be there as well.



## **How to Turn Heat/Air Conditioning On and Off**

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

## **How to Operate the Sound System**

The UUCSC has two sound systems, one for the Sanctuary, and one for portable use. Only trained Staff, Members and Friends may use them. Each system has a set of directions that must be followed to properly use and maintain it. Please see one of the following to schedule a training session:

- Congregational Administrator
- Facilities Chair
- Resident Sound Technician (who can be contacted through any of the above)

## **Sanctuary Chair Configuration**

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 168 on lower level, 18 on Altar, total of 186.

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

## **Fire Emergency Policy**

**If there is a fire or gas leak, immediately PULL THE ALARM (located by the door to the ramp from the Oneto Room), evacuate the building, and CALL 9-1-1.**

Evacuate the building to the far parking lots on either side of the building. The front of the building **MUST** be kept clear for fire trucks and equipment.

Follow the policy as outlined below to ensure safety and efficiency in evacuating the building in case of an emergency, such as fire, gas leak, and so forth. Events hosted by outside groups will follow these same requirements.

- a. Each event held at UUCSC will be planned with the safety of all participants in mind, including children and mobility-limited individuals.

- b. At no time will the UUCSC Sanctuary be filled OVER the maximum seating capacity of 168, with an additional 18 seats in the choir loft.
- c. At no time will the Oneto Room be filled OVER the maximum seating capacity of 46.

**This policy requires the following:**

- a. At the beginning of every event, an announcement will be made identifying the locations of the 4 exit doors (main door, Oneto Room ramp door, door from the stage through the small choir room, and the rear exit down the hall and to the left), and the exit leaders that will be assisting.
- b. If it is possible that the building will be filled to the maximum seating capacity (such as for weddings, funerals, memorials), additional processes are required to be followed:
  - i. The center aisle, the aisle exiting to the Oneto Room, and a pathway to the choir room exit will always be kept clear,
  - ii. There will be NO standing room permitted if that would exceed the room's capacity.
  - iii. Additional sound speakers, or computer(s) may be set up in the Oneto Room to accommodate an additional 46 people viewing the event.
- c. **Safe Exit instructions** - designated leaders will direct people to exit as follows (if the situation allows):
  - i. The front rows of the Sanctuary exit through the choir room.
  - ii. The middle rows exit through the Oneto Room door to the ramp exit, or the main entrance doors
  - iii. The rear rows exit down to the end of the hallway, to the left and out that exit.
  - iv. After exiting the building, volunteers will assist people with mobility issues to leave the building and **move to one of the far side parking lots** to ensure that emergency personnel, fire trucks, and equipment are not blocked from entering the building quickly and safely.

Since speed is of the essence in an emergency, persons in the Sanctuary should exit immediately upon direction without getting coats or doing anything else. People should help mobility-challenged people to exit the building.

**AFTER safe evacuation, immediately notify the UUCSC Board President or member of the Board if the President cannot be reached.**

Thank you for your adherence to these policies!

## **ATTACHMENT A**

### **FACILITY USE INSURANCE REQUIREMENTS**

1. **National organizations**: such as AA, Girl Scouts etc., shall provide an Insurance Certificate stating that UU is an “additional insured” on the national organization’s umbrella policy.
2. **Other organizations**: other organizations that ask to use a portion of our space for meetings, graduations, religious services or programs for the community, shall provide an Insurance Certificate stating that UU is an “additional insured” on the organization’s liability and property insurance policy. If such organization does not have insurance, UUCSC, at its discretion, may choose to rely on the “indemnity and hold harmless provision” of the Building Use Agreement that we enter into with them. See “B” below.
3. **UUCSC-sponsored Programs**: offered by members, friends or committees, nothing additional required.
4. **Weddings**: Individuals renting our building will provide an Insurance Certificate stating that UU is an “additional insured” on the individual’s homeowner’s or tenant’s insurance policy in the amount of \$1 million per occurrence and a minimum of \$2 million in the aggregate.. If the individuals do not have that insurance, we should ask them to obtain it from [WedSafe Wedding Insurance | 1 Day Event Insurance & Liability Policies](#) or [Wedding & Event Insurance - Special Event Insurance Coverage | GEICO](#).
5. **Other Rites of Passage or One-Time Use**: Renters are required to provide an Insurance Certificate stating that UU is an “additional insured” on the individual’s homeowner’s or tenant’s insurance policy. Alternatively, the user may obtain “single event” coverage at [www.theeventhelper.com](http://www.theeventhelper.com). If they do not have or cannot obtain insurance, UUCSC may choose to rely on the “indemnity and hold harmless provision” of the Building Use Agreement.
6. **Programs offered to the Community by Any Individual**: In the case of programs like yoga, the teacher must provide an Insurance Certificate stating that UU is an “additional insured” on the individual’s homeowner’s or tenant’s insurance policy and confirm that the individual is experienced and certified in the area of expertise being offered.

**ATTACHMENT B**

*(Document subject to change-see Office Administrator for most recent agreement)*

**FACILITY USE REQUEST & AGREEMENT FORM for  
NON-UUCSC SPONSORED EVENT**

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. The UUCSC Facilities Use Policies govern the use of the UUCSC facility, playground and grounds.

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

**If the 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 the kitchen be used? \_\_\_\_ yes \_\_\_\_ no *(use of the kitchen stove is prohibited)*

Will the microphone be needed? \_\_\_\_ yes \_\_\_\_ no

Will the sound system be needed? \_\_\_\_ yes \_\_\_\_ no

Other equipment requested? (e.g. screen, projector, podium ...) \_\_\_\_ yes \_\_\_\_ no

Specify below: \_\_\_\_\_

Do the Sanctuary chairs need to be stacked to clear space? \_\_\_\_ yes \_\_\_\_ no

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

# Participants \_\_\_\_\_ #Facilitators (min. of 2 required) \_\_\_\_\_

Name of Organizer & Organization:

\_\_\_\_\_  
\_\_\_\_\_

Phone: (day) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

UUCSC Facility Use Policies reviewed and accepted: \_\_\_\_ yes \_\_\_\_ no

**I specifically confirm that I understand and agree that individuals are prohibited from using the UUCSC playground or play equipment UNLESS I have provided a Certificate of Insurance listing UUCSC as an additional insured. I affirm that any damage or injury from using the play equipment is my liability as the party renting the building.**

\_\_\_\_\_  
Signature Date

**Office Administrator Complete**

Certificate of Insurance received: \_\_\_ yes \_\_\_ no (date) \_\_\_\_\_

Charges

- Room(s) \_\_\_\_\_
- Personnel \_\_\_\_\_
- Additional Fees \_\_\_\_\_
- Security Deposit \_\_\_\_\_
- Total Fees \_\_\_\_\_

Payment received: \_\_\_ yes \_\_\_ no (date) \_\_\_\_\_

Security Deposit received \_\_\_ yes \_\_\_ no (date) \_\_\_\_\_

Date approved & entered on UUCSC Breeze Events: \_\_\_\_\_

Signature of Office Administrator: \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT C**

*(Document subject to change-see Office Administrator for most recent agreement)*

**UUCSC Member/Friend FACILITY USE REQUEST & AGREEMENT FORM**

**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. 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 B 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 contact person(s): \_\_\_\_\_

Contact person’s phone (cell & home): \_\_\_\_\_

Email: \_\_\_\_\_

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: \_\_\_\_\_

Will Kitchen be used? \_\_\_\_yes \_\_\_\_no

Will the microphone be needed? \_\_\_\_yes \_\_\_\_no

Will the sound system be needed? Other equipment requested? (e.g. screen, projector, podium ...)

\_\_\_\_yes \_\_\_\_no Specify: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_

*This is a request ONLY and is not confirmed until the Office Administrator has added the event on the master UUCSC Breze calendar and confirms it via phone or email.*

**ATTACHMENT D**

***Checklist For Closing the Building After Event***

1. \_\_\_\_\_ Replace chairs in proper configuration
2. \_\_\_\_\_ Clean kitchen counters, make sure no food is left out
3. \_\_\_\_\_ Bag and secure all garbage and leave in kitchen
4. \_\_\_\_\_ Sweep floors in all rooms used
5. \_\_\_\_\_ Lower thermostat back to 60 degrees (in cold months); turn off air conditioning
6. \_\_\_\_\_ Turn off all lights
7. \_\_\_\_\_ Close and lock windows and interior doors (Sanctuary, Oneto Room, Foyer to Sanctuary, Foyer to Oneto Room)
8. \_\_\_\_\_ Ensure exterior doors are **locked** and facility is secured.
9. \_\_\_\_\_ **Put this signed form and key in the Office Administrator's box on office door.**

**Cleaning supplies are in the closet in the women's bathroom. The broom for sweeping is in the closet in the Oneto Room.**

**Signature of Event Representative and Date:** \_\_\_\_\_