



# **Unitarian Universalist Congregation of South County**

## **FACILITY USE POLICY**

**Approved by the Board of Directors on February 12, 2026**

## FACILITY USE POLICY

The Unitarian Universalist Congregation of South County (UUCSC) facility at 27 North Road in Peace Dale is used primarily for worship services; religious education; meetings of the Board of Directors, committees, and subcommittees; and other meetings, events, or programs directly related to the congregation. The facility is also available for events or programs organized or sponsored by members of the congregation, and events or programs organized or sponsored by individuals or community organizations who share our values and goals.

The facility includes the Sanctuary, the Oneto Community Room, the religious education rooms, and the outdoor playground area. The purpose of this document is to establish guidelines for use of the facility by congregation members and by others.

The Administrator is responsible for providing information to prospective users and renters of the facility, accepting room reservations and rental applications, reserving space, and collecting fees. The Vice President of the congregation is responsible for general oversight of facility rental or use, and has the authority to exercise discretion in the application of this Policy, and, if necessary, the authority to determine whether non-members or non-congregation organizations may rent the facility.

### General requirements

The following requirements apply to everyone who uses the facility, including congregation members.

1. **Availability.** The facility is available for use seven days a week, provided that:
  - a. Events on Sundays other than worship shall begin at 2:00 p.m. or later.
  - b. All events shall end by 11:00 p.m.
2. **Scheduling.** The congregation's Administrator is the event scheduler. Congregation-sponsored events have priority in scheduling. Space is reserved on a first-come, first-served basis. If a scheduling conflict occurs, we will try to find a resolution that accommodates all parties. Non-member renters must be at least 21 years old.
3. **Smoking.** Smoking is prohibited inside the building. If smoking takes place outside the building, smoking material must be disposed of properly.
4. **Alcohol.** The alcohol use guidelines are in the UUCSC Policy Handbook.
5. **Food and beverages.** Food to be served in the building or on the premises (except for coffee and tea) must be prepared off site. Limited refrigeration space is available in the kitchen. Leftover food must be removed from the premises. Food and beverages cannot be consumed in the Sanctuary without prior written approval.
6. **Kitchen stove.** Due to state fire safety code requirements, use of the stove in the kitchen is prohibited.
7. **Animals.** No animals except service animals are allowed in the building.

8. **Playground.** Children using the outdoor playground equipment must be supervised by an adult at all times. At events not sponsored by the congregation, playground equipment may be used only if the renter has provided proof of insurance coverage.
9. **Peace Dale Pond.** Access to Peace Dale Pond from UUCSC property is prohibited. UUCSC shall not be liable for any injury to any person who violates this policy.
10. **Decorations.** No nails, tacks, screws, staples, tape, or paint of any kind may be attached to or applied to walls or ceilings. No modification may be made to walls, floors, carpets, furnishings, or equipment. All decorations must be removed after the end of the event unless prior permission has been obtained.
11. **Copyrights.** Everyone who uses the facility must observe copyright laws. Only copyrighted music covered by the congregation's PERFORMMusic facility license or music for which the UUA holds a copyright can be performed. A video cannot be shown unless the event sponsor has obtained public performance rights from the copyright holder. Printed copies of copyrighted material cannot be distributed unless the event sponsor has received written permission from the copyright holder.
12. **Sound equipment.** The sound system in the Sanctuary and the portable sound system may be used only by individuals who have been instructed in their use. If a sound system is needed for an event, speak to the Administrator, who will provide the name and contact information of members authorized to operate the system. Other equipment may be used only with prior permission.
13. **Maximum occupant capacity.** Under the state fire safety code, the maximum number of occupants allowed in each room is:
  - a. Sanctuary – 186 (including the raised area behind the altar).
  - b. Oneto Community Room – 46Under no circumstances shall any room capacity limit be exceeded.
14. **Emergency instructions.** At the beginning of every event, this announcement must be made: *"In the event of an emergency, you should exit quickly. You can go out the way you came in. There are exits in the Oneto Room, in the Sanctuary behind the pulpit, and down the hallway at the rear of the Sanctuary. Please reserve the ramp for people who need it, or help them if you can."*
15. **Cleaning.** Every room used must be cleaned and returned to its original condition after a meeting or event. Trash must be bagged and removed from the building or left in the kitchen.
16. **Damage.** Any damage to the building or furnishings must be reported to the Administrator on the next business day after the meeting or event.
17. **Deposit.** A \$200 deposit, in the form of a check made payable to UUCSC, is required for all non-congregation events. The purpose of the deposit is to pay for repair of any damage to the facility other than normal wear and tear if the renter does not repair the damage, and to cover the cost of cleaning if the renter does not leave the space sufficiently clean after use. The Administrator will return the check to

the renter if no repair or cleaning is necessary. For regularly-scheduled recurring events, only one deposit check is required.

18. **Payment.** At the time the space is reserved, the renter must submit a check for the deposit, and half of any rental fee required. The balance of the rental fee is due on or before the day of the event. If the event is cancelled seven or more calendar days before the scheduled date, the deposit and fee will be returned.
19. **Donation.** For events other than church board meetings, church committee meetings, and meetings of church groups, donations are requested to defray the cost of cleaning and maintaining the building. The suggested donation for a small gathering is \$2.00 to \$5.00 per person per meeting or event. The renter is responsible for collecting the donations and delivering them to the Administrator.

The suggested donation for a large gathering or an event for which admission is charged is a negotiable percentage of the admission proceeds. The Vice President of the congregation is responsible for negotiating the amount.

**The following table shows the types of events for which the facility may be used, and requirements for applications, insurance, and rental fees.**

<i>Type of meeting or event</i>	<i>Written application</i>	<i>Insurance required</i>	<i>Fee for use</i>	<i>Deposit</i>
Meetings of the Board of Directors, committees, subcommittees or Coordinating Council	Email to Administrator at uucscri@gmail.com with required information	No	No	No
Fundraising events sponsored by the congregation and open to the public. (Example: Jazz concert, Holiday Fair)	Email to Administrator at uucscri@gmail.com with required information	No	No	No
One-time or recurring events sponsored by the congregation or by a congregation committee or group. (Example: Meditation Circle; New to UUCSC.)	Email to Administrator at uucscri@gmail.com with required information	No	No	No
One-time or recurring events organized by a member of the congregation for congregation members and friends. (Example: Drum Circle, Sound Meditation.)	Email to Administrator at uucscri@gmail.com with required information	No	Donation	No
One-time or recurring events organized or hosted by congregation members that are open to the public. (Example: South County Social Justice Coalition meetings, League of Women Voters events, Community Sewing.)	Yes	No	Donation	Yes

<b>Type of meeting or event</b>	<i>Written application</i>	<i>Insurance required</i>	<i>Fee for use</i>	<i>Deposit</i>
One-time or recurring events not sponsored or hosted by the congregation or a congregation member that are open to the public.	Yes	Yes	Donation	Yes
One-time events or recurring events not sponsored by the congregation or a congregation member that are open to the public at which alcoholic beverages will be served.	Yes	Yes	\$200 fee	Yes
One-time events or recurring events, whether or not sponsored by the congregation or a congregation member, that involve <b>risk of physical injury</b> . (Example: yoga classes.)	Yes	Yes, or every participant must sign indemnification and release form	Donation	Yes
Daily, weekly, or monthly meetings of nonprofit community groups. (Examples: AA, Girl Scouts.)	Yes	Only if national organization has coverage available	Donation	Yes
Ceremonies in the Sanctuary, whether or not congregation members are hosts or sponsors. (Examples: weddings, child dedications, memorial services.)	Yes	No	\$200 fee for non-member renter	Yes
Receptions in the Oneto Room after ceremonies in the Sanctuary, whether or not congregation members are hosts or sponsors, at which alcoholic beverages <b>will not</b> be served.	Yes	No	\$100 fee for non-member renter	Yes
Receptions in the Oneto Room after ceremonies in the Sanctuary sponsored or hosted by non-members at which alcoholic beverages <b>will</b> be served.	Yes	Yes	\$100 fee for non-member renter	Yes
Any event or gathering not sponsored or organized by the congregation or a congregation member during which the playground equipment behind the building will be used.	Yes	Yes	As applicable above	As applicable above

20. **Religious education area.** The classrooms in the religious education area are available for rental. The fee depends on the nature and duration of the meeting or event. Those wishing to use this space should speak to the Vice President of the congregation.
21. **Reserving space.** The Administrator keeps the schedule. The Administrator may be reached by phone at 401-783-4170 or by email at uucscri@gmail.com. Meetings and events should be scheduled as far in advance as possible. The Administrator will contact the applicant to confirm a reserved date and time and, if necessary, provide keys and a door code.

If a written application form is required, it should be submitted to the Administrator at least three weeks before the event.

If the space will be reserved by email, it should be reserved three weeks before the event. The email should say "Schedule an event" in the subject line. The email must include:

- a. The date and time of the meeting or event.
- b. A description of the meeting or event (for example, "RE committee meeting").
- c. The name and contact information of the person who will be responsible for opening and closing the building.

22. **Insurance.** If insurance is required, the coverage must be for \$1 million per occurrence and \$2 million aggregate. The endorsement must name the Unitarian Universalist Congregation of South County as additional insured. Proof of coverage must be submitted to the Administrator at least ten business days before the event.

If the user or renter chooses to have participants sign indemnification and release forms instead of providing proof of insurance, the Administrator will provide the forms. Forms must be completed and signed by every participant *before the event begins*, and submitted to the Administrator on the next business day after the event.

23. **Licenses and permits.** If an event will include a raffle, sale of alcoholic beverages, or other activity that requires a municipal or state permit or license, the renter is responsible for obtaining the required permit or license. UUCSC has the right to cancel an event for which the required permit or license has not been obtained.

24. **Publicity.** If the event is not organized or sponsored by the congregation or congregation members, the renter is prohibited from identifying UUCSC as the sponsor of the event in any advertising or promotional material without prior permission from the UUCSC Board of Directors.

25. **On-site supervision.** For every meeting or event, one person present must be primarily responsible for opening and closing the building, ensuring that the area used is returned to its original condition after the meeting or event, and ensuring that the provisions of this Policy are enforced. For congregation events, this person may be the chair of the committee or group. For one-time or recurring meetings or events organized or hosted by members of the congregation that are open to the public, including meetings of nonprofit community groups, this person may be a congregation member or Friend who is participating in the meeting or event. For events, meetings, or ceremonies not hosted or sponsored by the congregation, and for large events open to the public, a member of the Facilities Committee, or another member or Friend of the congregation designated by the Facilities Committee, must be present during the entire event. All individuals who will be primarily responsible for the building while an event or meeting takes place must:

- a. Obtain from the Administrator door keys and the code to open the Oneto Room ramp door.
- b. Be familiar with all of the provisions of this Policy.
- c. Know how to unlock and lock all doors, operate all lights, and operate heating and cooling equipment (Appendix C).

- d. Follow the building-closing checklist (Appendix D).

## **Weddings, memorial services, and other ceremonies in the Sanctuary**

Those wishing to arrange for a wedding, memorial service, or other ceremony in the Sanctuary should contact the Minister, Rev. Denis Paul (revdenispaul@gmail.com).

**Fees.** If a member of the congregation requests the ceremony, no fee for the Minister's participation is required. For non-members, the Minister's fee is \$350. The Music Director receives a fee of \$150 from congregation members and \$200 from non-members.

**Orders of Service.** UUCSC will prepare printed orders of service for funerals and memorial services that are requested by members of the congregation. If color printing is required, the family must cover the additional cost. The family is responsible for providing printed orders of service for all other funerals and memorial services, all weddings, and all other ceremonies in the Sanctuary. The Minister will provide an order of service template in advance upon request.

**Memorial gifts.** If the family wishes to request that contributions be made to UUCSC in memory of the deceased, the Minister or the Administrator will provide envelopes for that purpose at the family's request. The envelopes may be placed at the Sanctuary entrance before the service.

### **Appendices to this document:**

- A – Application form
- B – Sanctuary chair placement instructions
- C – How to open doors, turn on lights, and control heat and air conditioning
- D – Building closing checklist
- E – Indemnification and release form