

Unitarian Universalist Fellowship of Montgomery

2810 Atlanta Highway; Montgomery, AL 36109

334-279-9517; info@uumontgomery.org

BUILDING USE POLICY

The Unitarian Fellowship of Montgomery (UUFM) has stood for fifty years as a place of intentional diversity, community engagement, spiritual exploration, religious fellowship and hospitality. We are citizens of Montgomery, rooted in its history and dedicated to its future. As an expression of our connection to those around us, we make our building available as a gathering place to organizations and families. The beauty of our worship space, the versatility of our Fellowship/dining hall, and the utility of our classrooms have been enjoyed by clubs, hobbyists, religious congregations, civic organizations, social agencies, families and friends for many years.

UUFM is open to groups, businesses and individuals whose mission and purpose are consistent with UU Principles. The Board of Trustees has final approval of building users and authorizes the minister or designee to approve applications and negotiate fees. See *Building Use Categories and Fee Schedule* for details.

UUFM Congregation agrees to:

- Reserve specific areas for use and post the activity on the church calendar.
- Provide the reserved space in general-use condition along with guidelines to help the building user return the space to its as-found condition.
- Provide a building host for single events held by individuals, organizations or businesses.
- Provide building access and safety training for long-term building users.

Building User agrees to:

- Make a reservation and identify an authorized contact to negotiate and pay for services.
- Make a deposit at the time of booking in accordance with the terms of the Building Use Agreement.
- Deposit 50% of the total charge at the time of booking, fully refundable if the reservation is cancelled with at least 14 days notice.
- Abide by posted rules, including not smoking or carrying weapons in the building.
- Ensure facility is returned to condition in which it was found, including clearing of trash in building, parking lot and grounds.
- Vacate the property no later than time established, at or before 10:00pm.

Long Term Users:

- Are authorized to access the building at scheduled times, after receiving instruction in building safety and security procedures.
- Will pay a refundable key deposit of \$20 if a key is issued.

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BUILDING USE AGREEMENT

Date	Day of Week	Recurring? ____ yes ____ no Frequency:	
<i>(published/official times)</i> Event Start Time	Event End Time	<i>(complete time included in rental)</i> Arrival / Set-up Time	Clean-up / Vacate Time
Event Description (including # people)		Contact Name	
Organization or Individual Name, Address		Email:	
		Phone:	
		Alt. Contact:	

Rental Area(s)	hours/time	Rate	Total
Sanctuary			
Fellowship Hall			
Kitchen			
Founders' Room			
Classroom(s)			
Library			
Nursery			
Whole-Site Package			
Additional Set-up Time			
Off-site Tables			
Off-site Chairs			
Other (describe)			
		Event SubTotal	
		Deposit: Event Surety	\$100
		Deposit: Offsite Equipment	
		Grand Total	
		Due at Reservation (50% of Grand Total)	
		Total Amount Paid at Reservation	
		Balance Due	
		Amount Refundable if left in as-found condition	

As responsible party, for event, I agree to abide by the conditions put forth in the Building Use Policy.

Contact: (Print) _____ (Sign) _____ Date _____

UUFM: (Print) _____ (Sign) _____ Date _____

For office use only			
Hrs _____	host _____	ph# _____	Hrs _____
Hrs _____	host _____	ph# _____	Hrs _____
Hrs _____	host _____	ph# _____	Hrs _____
Hrs _____	host _____	ph# _____	Hrs _____

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BUILDING USER CATEGORIES include active members outside parties who wish to use the building for purposes other than participation in the activities of the congregation and as defined and sanctioned by the Board of Trustees.

Category	Description	Guests	Rate Structure
Community Groups & Individuals whose mission and purpose are consistent with UU Principles			
A. Organizations: non-profit, social, support or advocacy groups	Building use to be approved by the Board of Trustees, meets regularly, long term, leader meets requirements for independent access to building	Congregation, Invited, Public	Reduced rate calculated to cover estimated utility expense typically 50% of standard rate
B. Private weddings, reunions, parties, conferences, single workshops, presentations	Building host provided	Invited	Fee Schedule
C. Independent business or organization	Single use or occasional reservations Building host provided	Invited, Public	Fee Schedule
Active Members An active member has signed the Membership Book and has made a recorded gift in the past year.			
D. Member-sponsored	Regardless of the size or nature of the event, if heating or air conditioning equipment is <u>not</u> used	No charge	
E. Member-sponsored	Regardless of the size or nature of the event, if heating or air conditioning equipment is required	Minimal charge to cover utility expense, typically 50% of standard rate, according to fee schedule as set by Board of Trustees	
<i>Note: All rites of passage for active members (wedding, memorial, et al.) are regarded as congregational events, and are scheduled and hosted at no charge.</i>			

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BUILDING USE FEE SCHEDULE is subject to annual review, and modification as needed, by the Board of Trustees. Fees are established with the understanding that the spaces used are limited to the spaces rented and those spaces will be left in the same condition as found. The minister, or designee, is authorized by the Board of Trustees to approve fees different from this schedule. Rates for the minister to officiate at ceremonies are determined by the minister and paid directly to the minister.

Fees begin on arrival and end at departure.

The full hourly rate is charged per hour or partial hour, with a two-hour minimum.

Spaces	Rates	Maximum Guests
Sanctuary	\$125 per hour	160
Fellowship Hall	\$100 per hour	99
Kitchen	\$30 flat fee with any other rental	N/A
Founder's Room	\$50 per hour	40
Classrooms (3)	\$30 per hour	20
Library/Nursery	\$30 per hour	12

WEDDING PACKAGE includes: 10:00 a.m. to 10:00 p.m. use of the Sanctuary, Fellowship Hall and kitchen plus one classroom for the bride, all available tables and chairs, use of piano and organ, a building host and optional drapery for the room-divider columns in the Fellowship Hall.

Wedding Package	\$1,200 (set-up on prior days at standard hourly rate, available only if space is not otherwise in use between set-up and event)
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EQUIPMENT: All items listed below are included with rental of the Fellowship Hall or Founder's Room. Rates apply only for off-site daily rental. Payment is required in advance of removal from site, including damage deposit (see deposit details below).

Equipment	Quantity Available	Rates
8' x 30" tables	13	\$5.00 each
6'x 30" table	1	\$5.00
48" x 24" tables	4	\$5.00 each
58 1/2" round tables	2	\$5.00 each
Maroon padded chairs	52	\$1.00 each
Beige metal chairs	34	\$1.00 each

Deposits	Rates
Event Surety Deposit	\$50 for classrooms, \$100 Fellowship Hall or Sanctuary, \$150 for whole-site, refundable within 7 days if left clean in as-found condition
Offsite Equipment Deposit	100% of rental fee, with return undamaged within 24 hours
Due at Reservation (prior to securing space on schedule)	50% of total event fee with signed reservation