

FIRST UNITARIAN CHURCH OF CINCINNATI
536 Linton Street, Cincinnati, Ohio 45219
513.281.1564

FACILITIES USE POLICY HANDBOOK

**We hope our facilities meet your needs, and as always we welcome you to join us
for Sunday worship at 10:30 A.M.**

Welcome to First Unitarian Church of Cincinnati. As a building user, we want you to be familiar with the facilities use policies contained in this handbook; please take time to read it. By signing our contract for facilities use, you are agreeing to be bound by all policies contained in this handbook and the Rental Space Fee Schedule / Summary.

Our intention in offering rental space is to live our Unitarian Universalist values. Congregational business and activities are given preference, after which, if there is availability, space can be rented. We offer building space for rental in order to showcase the church; make safe and secure space available for members of the community and the congregation; generate funds for the upkeep of the historic church building.

WHO MAY RENT?

- **Member** – an individual who is considered an active member of First Unitarian Church as defined by the Church Constitution.
- **Non-Member** – an individual or group that is not an active member of First Unitarian Church
- **Non-profit** –community organizations whose goals are consistent with UUA principles; not operating to make a profit. A reduction in the rental fee may be negotiated for groups with non-profit status, all day meetings, or on-going classes.
- **For-profit** – commercial enterprise operating to make a profit. Does not include fundraisers where a private company would be invited in to sell something on behalf of a church committee
- **Governmental Organization** – an organization that has governmental or quasi-governmental status, i.e. Hamilton County Board of Elections.

PRECEDENCE

- Church committees and groups under coordination of the Board of Trustees may use the building for regular church meetings and programs at no charge.
- Members may use the building without charge for life passage ceremonies (e.g., wedding, memorial service, dedication). Members also have free use of the church building for properly scheduled meetings and social activities that have a church-related purpose and are generally open to all members. Some uses may require a custodial, security, or sound system fee, which will be determined during rental process. Members and staff receive a 50% discount on the rental portion of use fees for other personal events. Groups, clubs and other organizations to which a member belongs are not eligible for this discount.
- Church Members events take precedent over non-member requests for space.

- Non-profit groups not affiliated with the church whose purpose is compatible with the purpose of the church (see First Church Mission Statement in Rental Space Summary) may arrange for use of space on a regular or one-time event basis with approval of the Facilities Use Committee. Building use fees apply; however, fees may be reduced at the discretion of the Facilities Use Committee.
- The Facilities Use Committee reserves the right to refuse rental to any organization or individual.
- If a security detail is deemed necessary by the Facilities Use Committee, the renter will pay the entire cost of this service.
- Groups wishing to rent church space on a continuing long-term basis must receive prior approval from the Board of Trustees.

RENTAL PROCESS

- Call the Administrator at 513.281.1564 to check if the date for your planned event is open on the church calendar. The Administrator will ask questions about your event purpose and organization; we may request your Mission Statement or equivalent statement of purpose, as well as other group literature. First Church rental policies will be reviewed with you at this time.
- Make a reservation to tour rental space in the church and ask specific questions.
- Work out your rental fee by adding together required space and services.
- When you make the decision to rent, your event space and time will be placed on the calendar by submitting 50% of your rental fee total and a refundable security deposit, signing the Facilities Use Contract, and receiving your copy of the Facilities Use Policy Handbook. The final fee must be paid in full two weeks prior to the event.
- You will be called following the event for your input about the things you “liked best” and the “next time” suggestions.

RESERVATIONS, CONTRACTS, DEPOSITS

- For security purposes, arrangements for access to the building will be determined when the Facilities Use Contract is signed.
- Non-members may not make reservations more than one year in advance.
- Overnight use of the building will be permitted only for church sponsored groups.
- In all cases a contract will be signed for use of space whether the individual is charged for the use of space or not.
- The church name may not be used as a sponsoring congregation in any advertising or promotional literature unless it is an “official” Unitarian Universalist church event and permission has been obtained from the Board of Trustees. Do not publish the church telephone number as the phone number to call for further information for your event.
- Only rooms reserved and paid for may be used.
- Reservations may be cancelled by phone with the Administrator, followed within three days by written confirmation.
- If an event is cancelled up to 14 days in advance, all fees will be refunded. If an event is cancelled 14 or fewer days before the event, 50% of charged fees will be returned.
- For all one-time non-member rental events, a refundable security deposit of \$100 is required when a contract is signed. The security deposit will be returned within 14 days after the event upon inspection of the building; unforeseen custodial services or damages will result in additional billing for costs to clean or repair.
- All security deposits will be kept in a separate escrow account.

USE OF LOWER LEVEL RE SPACES

The Lower Level Religious Education space is not routinely rented. If, however, this space meets your event requirements, a rental fee will be determined. The following rules apply:

- RE spaces are not available for full-time or half-time rentals (e.g., preschools, daycares) that restrict access to the space for extended periods of time.
- The Director of Religious Education must approve all rentals in advance.
- There can be no alterations to RE space. More specifically, RE will not change the appearance of the rooms for renters (e.g., remove UU or other materials from the walls).
- Renters are responsible for cleaning, disinfecting when necessary, and leaving the RE space in the same condition in which it was found.
- Ongoing rentals will have a 3 month trial period with the option for RE to terminate the rental agreement at the end of the trial period. After that time, the rental agreement will be reviewed quarterly with the option to terminate.

CONTACT AND EMERGENCY NUMBERS

- Church Office: 281.1564
- Facilities Use Contact:
- Police Department (District 4): 352 .3576; 911
- Fire Department: 911
- Traffic Violations: 765.1212
- In the event of emergencies, phone numbers also are posted in the cloakroom by the phone.

SECURITY: KEYS, BUILDING AND GROUNDS

- Church keys are the property of First Unitarian Church.
- All church keys are assigned to individuals. The person applying for the key is responsible for the assigned key and is the only authorized user.
- All keys must be returned upon request of the First Church Building and Grounds Committee.
- One-time renters will not be given keys to the building.
- Renters are expected to keep all doors closed and locked at all times. A representative should be stationed at the main door to welcome guests.
- Any and all items left in cars parked in the parking lot or on the streets are an attractive nuisance. Renters should alert their guests that nothing should be left in an unattended car.

USE AND CARE OF FACILITIES

- As an environmentally responsible congregation we encourage renters to help fulfill our commitment by following all recycling instructions and using environmentally friendly products.
- First Church is a non-smoking facility.
- Animals are not permitted in the building unless they are trained service dogs.
- No guns or weapons are permitted on the premises.
- Serving alcohol (beer or wine) at an event must be approved in advance by the Board of Trustees.
- A musician's use of the organ or piano must be approved in advance by the church Music Director. The Music Director must also approve an organist when use of the organ is requested in a rental.

- The sound system is run only by trained church Members or a professional company approved by the church. Sound requirements will be determined during rental process.
- No equipment, staging, furniture, etc. shall be brought into the building other than that which is clearly stated in the signed Facilities Use Contract.
- Only authorized persons shall remove artwork or bulletin board notices. No nails, thumbtacks, screws, or tapes may be used to fashion decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or to the windows in the entry area and Fisher Room.
- If candles are used, a protective covering underneath is required and all candles must be extinguished.
- The use of confetti, rice, birdseed, or any similar material is prohibited inside and outside the building.
- Renters are expected to leave the rooms and exterior premises in the same condition in which they found them unless other arrangements have been made. All countertops and tables are to be cleaned and spills wiped up from the floor.
- Renters may not leave candidate or issue literature anywhere in the building.
- The use of “DJ” music or amplified music outside the building or on the church grounds is prohibited.

LIABILITIES

- Any group using the building, rooms, and facilities of the First Unitarian Church of Cincinnati by arrangement shall hold the Board of Trustees and its employees free and harmless from any loss, damage, liability, cost or expense that may arise during or to be caused by use of the church property by such group.

