

First Unitarian Church Of Alton Board Policy on Building Use

Purpose: The physical building and grounds of the Church are maintained by the Church for the primary use of the congregation. At the same time, there is recognition that the facilities are a community resource and, as part of the church's mission, may be used for other activities and individuals so long as the cost of upkeep and utilities is covered.

Reference: Current Key Holders list from Becky 3/13/13

Presented at: 4/1/13 Board Meeting

Discussed 8/10/13 and Key Use subsequently incorporated into this document

Action taken: Approved at 9/9/13 Board Meeting

Updated: at 10/2/14 Board meeting to change wedding information

Further Update APPROVED at 2/12/15 to assign duties formerly exercised by the Wedding Coordinator to the Minister and Office Administrator as well as removing procedural issues from the policy for use by the Church Administrator..

Policy: It is the policy of the Board to allow use of the sanctuary, Wuerker Room and other first-floor rooms by members and non-members under circumstances defined in this policy. If a request meets the stated uses in this document and the calendar ensures availability of the space, approval may be granted by the Minister or Office Administrator either of whom, with the Renter's Responsible Party, will complete the Rental Agreement for Building Use included at the end of this document.

If a request falls outside these guidelines, including appropriateness within the church mission, three members of the Board must be canvassed for approval with approval of two out of three required. During that discussion one of the three is designated to coordinate with the Office Administrator who will notify the original requestor of the decision.

It is also the policy of the Board to provide keys to members and contractors who have church-related reasons to need access and to ensure return of keys no longer needed for those reasons.

BUILDING USE GUIDELINES

Scheduling

The first priority for building use is by members and member groups.

Anyone wishing to use the building should contact the church's Office Administrator at least one week prior to desired use to ensure availability for the

desired date. If there are no issues to be resolved, the Church Administrator will note the event/date on the Church calendar found on the Church web site. All groups of the Church have priority on building space usage provided they make a timely request.

If a member needs next-day access, s/he is responsible for checking the calendar to ensure that there are no events planned which might conflict and then contact the Church Administrator.

If there is unused capacity and time, the Church is pleased to offer its physical premises for meetings by community organizations and friends of the Church. If a requested use by the community is deemed as furthering the Church's mission, there is no charge for building use.

Usage

There is no fee for member use, however, there is an expectation that anyone using the building will ensure that the facilities are clean and returned to original condition prior to leaving the building. This includes:

- A walk-through to ensure that all rooms used are returned to the condition found before the event.
- Removing any trash generated during the event and placing it outside in the dumpster to the right of the red door to the Wuerker Room; replacing any removed trash bags from the supply in the bottom of the trash can.
- Turning off all lights.
- Turning heat/AC back to non-use setting (directions are on the wall by the thermostat).
- Locking all exterior doors.
- Removing any props or special set-up so that the facility is ready for its designed use. Anything remaining after a week will be disposed of by the Church (Board or Committee members, Minister, etc.)

The above points will be developed into "last one out" directions and posted on all exterior doors.

Fees

If a requested use is deemed to be beyond the Church's mission, the following fee structure applies:

Wuerker Room	\$125 (cap. 110) for 4 hours' usage and \$30/hour for each additional hour
Emerson Place	\$ 50 (cap. 40) for 4 hours' usage and \$10/hour for each additional hour

The fee plus a \$50 deposit check must be paid a week in advance. If the building is used for the agreed-upon time, cleaned and returned to original condition, the deposit check will be returned. If usage extends beyond the planned time, an hourly

fee (as provided above) will be assessed, deducted from the deposit and a bill issued if the deposit is insufficient for the overage.

In addition, an authorized key holder must agree in advance to be responsible for the building as well as opening and closing the building after use. Anything remaining after a week will be disposed of by the Church, and a cost will be assessed and communicated to the contact person.

If any damages occur during building use, the contact person should send an explanatory e-mail to the Office Administrator so that either the Minister or Chair of the Building Committee can assess the cost of repair and/or replacement and provide that information to the contact person for reimbursement.

Weddings

All fees are to be paid in cash or check (made payable to the First Unitarian Church of Alton and given/mailed to The First Unitarian Church of Alton, 110 E. Third St., P.O. Box 494, Alton, IL 62002.

Sanctuary

\$100 deposit to hold the date at the time of booking. This will be refunded if cancelled 30 days prior to the wedding date.

\$400 for use of the Church building for the rehearsal, wedding and receiving line, due two weeks prior to the event.

Kate Wuerker Room for (optional) reception:

\$200 for use of the Kate Wuerker Room and church kitchen - Also due two weeks prior to the wedding and payable as noted above.

Minister's fee: \$400 payable as negotiated directly with the Church's Minister.

The deposit check must be provided when the contract is signed. Other fees must be paid two weeks in advance. If the building is used for the agreed-upon time, cleaned and returned to original condition, the deposit check will be returned. If usage extends beyond the planned time, an hourly fee of \$50/each additional hour will be assessed, deducted from the deposit and a bill issued if the deposit is insufficient for the overage.

Alcoholic beverages may NOT be served at weddings/receptions hosted by non-church members.

Funerals

There is no charge for funerals and memorial services for Church members or family members of those Church members. For non-Church members we ask a minimum donation of \$50 or up to \$200 if it is a large event requiring use of the kitchen and custodial clean-up afterwards. If the Church calendar indicates that the facilities are available, the Church Administrator and the Renter's Responsible Party complete the Rental Agreement for Building Use included in this document.

Fee Waiver

The prescribed fees for any event falling within the above guidelines may be waived at the discretion of the Minister.

Authorized Key Holders

The Office Administrator maintains the list of those having church keys and distributes keys under the policy. The existing key distribution list is reviewed by the Office Administrator in July of each year after Board elections and Committee assignments, and generates a new list of key holders for Board review.

Whenever a new person is authorized for a key, the Office Administrator also provides her/him with a copy of the Building Use Policy.

**Rental Agreement for Building Use at
First Unitarian Church of Alton**

Space(s) Requested: _____

Date(s) Requested: _____

Time(s) of Event(s): _____

Type of Event: _____

Contact Person(s): _____

Phone Number(s): _____

Street Address: _____

E-Mail Address: _____

Other Information: _____

FEES:

Deposit _____

Sanctuary _____

Wuerker Room _____

Kitchen _____

Classroom(s) _____

Other _____

TOTAL _____

Amount Paid _____

Amount Due _____

Paid in Full on: _____

