

Building Use

The facilities of the Unitarian Universalist Church of Sarasota will be used to advance the mission of our religious community.

Normal facility availability is between 9:00 AM and 9:00 PM. Office hours are normally from 9:00 AM. until 4:00 PM, Tuesday through Friday and 9:00 – 12:00 noon on Sunday.

It is the policy of the Unitarian Universalist Church of Sarasota to make its building facilities available to individuals and groups within the Church and within the community that seek to serve and enrich human life, whether through the arts, education, recreation, celebrations or other activities that are compatible with Church policies. Long-term commitments to outside groups may be modified in response to changing Church needs.

Master Calendar

The Church Administrator will keep a master calendar with initial scheduling for on-going Church activities. Requests for other use of the facilities by individuals or groups within the congregation shall be made to the Church Administrator with reasonable notice, generally a minimum of 72 hours, but in the case of events requiring extensive planning, a minimum of 30 days (or more) is preferred.

Scheduling conflicts and requests for events outside of the normal Church operating hours will be submitted to the Church Administrator for her/his/ decision.

Fees for Non-Church Groups

An annual review of all fees will be done by Finance Committee in consultation with the Church Administrator. Fees shall be set taking into consideration the costs of maintenance, operation and depreciation of the property used. The fee schedule shall be submitted to the Board of Trustees (BOT) for approval. Following approval, the Church Administrator shall publish the fee schedule as an appendix to the Church's policy manual.

Reduced or Waived Fees for Non Church Groups

The Board of Trustees, (BOT) may recognize as Special Interest/Good Neighbor Groups those organizations that include members of the Unitarian Universalist Church of Sarasota and/or whose work or purpose is in sympathy with the principles and purposes of the Unitarian Universalist Association. Such fees may be reduced or waived by the Finance Committee if it is judged that the goals and interests of the Church would be served. The BOT may terminate such recognition upon finding that the organization no longer meets those qualifications.

Waived Fees for Members

Fees for the use of the Church's property and ministerial services for Rites of Passage (child dedications, weddings, commitment ceremonies or memorial services) shall be waived for

Church members and their immediate families including domestic partnerships. Fees for other personnel and services, including, but not limited to, musicians, audio visual services and custodial services, are not waived.

Property Leases

Special Interest/Good Neighbor Groups

Use of the Church's property by Special Interest or Good Neighbor Groups shall require completion of a Property Lease Agreement. At least one current member of Unitarian Universalist Church of Sarasota (in the case of a Special Interest Group) or an approved representative (in the case of a Good Neighbor Group) shall attend each meeting or event and be responsible for maintaining rules governing rentals. Use of the Church by Special Interest/Good Neighbor groups shall make it clear both in presentations to their meetings and to the public through press releases that the Church is not responsible for, nor does it necessarily endorse their views. Arrangements for using the Church facilities must be made through the Church Administrator.

Property Use by Individuals and Groups outside the Congregation

Persons or groups not in opposition to our UU principles who wish to rent facilities within the Church shall submit a written application to the Church Administrator on forms provided by the Church, complete a Property Lease Agreement and provide any required deposit. The Church Administrator will conduct an initial review and advise the applicant of any further information that may be required and of the potential availability of the requested facility on the proposed date.

The Church Administrator shall approve or deny all applications according to this policy statement and the directives of the Board of Trustees.

External users shall clearly indicate in any promotional materials or media coverage that the Unitarian Universalist Church of Sarasota is not a sponsor of the event. The Church's contact information (including telephone number, fax, email address or website) may not be used in association with the event or to obtain information about the event.

Rules and Regulations Applicable to all Users

It is always expected that only the space requested will be used, that all users of Church property will show the appropriate respect for the Church's facilities, furnishings and equipment, and that all users will demonstrate diligence in caring for Church property during its use.

Alcoholic Beverages

Alcohol may be served within the buildings only with prior approval from the Church Administrator and under certain conditions, noted below. The host or group sponsoring the activity on the Church premises assumes all responsibility for observance and enforcement of the rules regarding the use of alcohol. Renters will sign an “Indemnity and Hold Harmless Agreement” for the Church as part of their rental agreement.

Any alcoholic beverages to be served are to be provided only by the host and must be provided free of charge. Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally as prominent as the alcoholic beverages. Food must also be served when alcoholic beverages are served. Underage drinking, as defined by Florida State Law, is prohibited and must be strictly enforced.

Unopened containers of alcohol left after an event must be stored in a secured location. Open containers of alcohol must not be left on church property after an event. Such containers are to be disposed of in compliance with Florida laws.

Animals

Animals, with the exception of guide or service animals, are not permitted in any of the Church buildings due to safety and liability concerns. If animals are brought onto Church grounds outside the buildings, owners are expected to be in full control of their pets at all times and to clean up after them as necessary.

The prohibition of animals in the church’s buildings may be waived for a special event sponsored by the church. Any one seeking a waiver must send a written request to the Church Administrator in such a manner that allows enough time for the administrator to consider the request.

Smoking

Smoking is not permitted in any of the church buildings or patios. Smoking is limited to the parking lot on the north side of the kitchen. All smoking materials must be properly disposed of in the receptacles provided in that area.

Weapons and Illegal Drugs

Weapons (except for those carried by law enforcement officers while on-duty) and illegal drugs are not allowed on Church property at any time. The police will be notified immediately in the event this policy is violated.

Kitchen Use by Renters

Use of the kitchen may include most equipment and appliances, **excluding all dishes, glassware and utensils**. Renters are also required to bring their own consumables, including coffee, tea, sugar, cream, etc., as well as providing their own tablecloths and napkins. The dishwasher in the kitchen may not be used unless specifically authorized by the Church Administrator. All garbage is to be removed from the premises or disposed of in appropriate receptacles. Any food

stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor.

Kitchen Use by the Congregation

Use of the kitchen may include all equipment and appliances in the kitchen. All dishes, glassware and utensils belonging to the church are to be washed and put away. The dishwasher in the kitchen is to be used only by volunteers trained by the facilities manager or authorized assistant. All garbage is to be removed from the premises or disposed of in appropriate receptacles outside, following posted instructions. All countertops and tables are to be cleaned and spills must be wiped up from the floor.

Items that can be recycled should be placed in bins in a manner that complies with the posted instructions.