

Building Use Policy

Marquette Unitarian Universalist Congregation

Approved October 14, 2013

(edited August 11, 2014)

The Marquette Unitarian Universalist Congregation (MUUC) encourages use of its facility for activities consistent with the principles of the Unitarian Universalist Association. The Building Use Policy establishes the guidelines and procedures for the use of these facilities.

The use of these meeting facilities by any individual or organization signifies their acceptance of the Building Use Policy and agreement to follow these guidelines. Individuals and/or organizations that do not comply with the MUUC Building Use Policy may be restricted from further use of the facility and be assessed for any damages.

Scheduling

1. Scheduling of the building must be done through the Building Use Coordinator (Coordinator). Contact information for the Coordinator can be found at the end of this Policy. The Coordinator may be contacted via our website o
2. The Coordinator can refuse a rental or scheduling an event, if the purpose for which the building will be used seems inappropriate for a church venue, brings into question MUUC's nonprofit tax status, or is inconsistent with Unitarian Universalist principles. The Building Coordinator's decision may be appealed to the MUUC Board of Trustees.
3. Once a week or more frequent scheduling of the building by nonmembers or other organizations must be approved by the MUUC Board of Trustees. Individuals or organizations may not schedule the building on behalf of other individuals or organizations, nor may they transfer their reservations from one scheduled event to another.
4. For non-church sponsored events (even those not incurring any fees), a Building Use Agreement must be signed.
5. Eligibility and Priority Ranking for Scheduling: In general, the building will be scheduled on a first-come, first-served basis. The building may be reserved for special events up to one year in advance. However, the

coordinator will keep the following priorities in mind when giving permission for building use. Our general priorities for use are listed in order below. Special event scheduling needs to be made around the regular church schedule.

- a. Regular meetings of the congregation, its committees, and its sponsored groups.
 - b. Occasional use of the building for functions of the congregation, its sponsored groups, its members and celebrations of church members. (Special note: Being an adult child of a member or a friend of a member does not confer member status for the purpose of this policy or fee structure. Although members usually are not charged for building use, they are required to sign that they have read the building policy and will abide by its provisions. They are subject to cleaning, damage replacement and key loss fees. Members are required to submit proof of renters or homeowner's insurance for non-church sponsored events.)
 - c. Other congregations who request use in case of emergency situations. We would seek to honor these requests in so far as scheduling permits.
 - d. Non-profit community service groups which seek meeting space either on a one time or a regular basis. We would seek to honor these requests in so far as scheduling permits. Regular meetings will be approved only if they further the goals of MUUC and will not interfere with the space needs of MUUC groups.
 - e. For-profit groups looking for space. For-profit groups require Board of Trustee approval before a rental agreement is made.
5. The building may not be used for political campaign activities. Political forums, such as Meet the Candidates or debate events are allowed, provided all interested parties and candidates are invited to attend.

Fee Structure and Proof of Insurance

The fee structure for rentals will be set by the Marquette UU Congregation's Board of Trustees. Specifics will be set out in an attachment to the policy and may be changed at will by the Board.

Proof of renters or homeowners insurance must be provided by whomever signs the Building Use Agreement. The names on the two

documents must match. This procedure applies to any non-church sponsored activity.

Members of MUUC will not be charged for one-time facility use unless the Board of Trustees votes to apply a rental fee.

In time sensitive circumstances, fees may be reduced or waived with the agreement of the Building Coordinator and two Board members. An agreement, will be drawn up specifying any variations from this Building Policy and signed by the Building Coordinator and the two authorizing Board members and the representative of the other party. If taken, a vote of the Board of Trustees will over-ride the decision of the Building Coordinator and two Board members, and be final.

Building Procedures

1. Smoking/open flames
 - a. Smoking in the building and on the wooded areas of the property is prohibited. Smoking in the parking lot is permitted 20 feet away from the entry doors. Cigarette butts need to be disposed of properly.
 - b. Specially designed serving dishes with holders for sterno or candle flames are allowed. Candles or open flames for food warming plates must be enclosed in proper containers designed for the purpose. Candles used with glass protectors around the flame are allowed. Open flame candles are only allowed during services. Candles or other flames must be properly extinguished at the end of the service or use period.
2. Use of Alcoholic Beverages
 - a. If the event involves the service and consumption of alcoholic beverages, the Lessee or event organizer will purchase their own alcoholic beverages and will designate a responsible person to monitor that the alcohol is used in a manner consistent with Michigan law. The lessee or event organizer agrees to be solely responsible to assure that the alcoholic beverages are served in compliance with applicable Michigan law and hold MUUC harmless from acts resulting from the use of alcohol.
 - b. The sale of alcoholic beverages on church property is prohibited.

3. Food Service: Food is not prepared for sale or eating at this facility until MUUC completes the necessary health department inspections. Food may be catered in or brought in, but not prepared in the building for sale. Food may not be cooked in the kitchen for non-church sponsored events. Coffee and hot water pots may be used by all.
4. Telephone: The telephone is located in kitchen on the wall. For emergency help, dial 911.
5. Entry and Set-up
 - a. A loaner key for members to enter or lock up the building can be obtained by prior arrangement with the Building Use Coordinator. Non-members using the building will need to arrange with the Coordinator for a member to open or close the building, unless another arrangement is authorized by the Coordinator or Board of Trustees, in which case a key deposit will be required. (See fees.) NO copies of keys are to be made by anyone, except the Chair of the Building Committee.
 - b. The keys work only two doors: the door to the main entry and the door to the multipurpose room. All the other doors are for emergency exit only and cannot be opened by key. Doors can be fixed to stay unlocked for the duration of an activity, or they can be fixed to lock after shutting.
 - c. There are many light switch panels in the building. You will have to use trial and error to find the ones you want. Please note that when leaving and shutting lights off, that some turn off by switching upward and others by switching downward. We expect all lights to be turned off when leaving, except for the outside main door lights.
 - d. The fans in the sanctuary are regulated by the two dimmer switches, one by the emergency exit at the back of sanctuary and one by the front podium. They act to cool circulate both warm and cool air. Only members of the Building Committee should turn these on or off or adjust these settings.
 - e. Thermostats are set to turn on and off for Sunday services. They may be turned on for special meetings and activities by

pushing the up arrow on the thermostat to the desired level. A 65 degree setting makes the rooms quite comfortable. Setting the thermostats higher does not result in any more rapid heating. It takes about a half hour to warm the multipurpose meeting space and about two hours to warm the sanctuary in the winter. Please only heat the part of the building which is being used. The inner sanctuary doors need to be kept closed during the winter to prevent heat loss. We request people turn the heat down to 50 degrees upon leaving the building.

- f. There are six thermostats and zones in the building:
 - a. In the foyer area, to the right on the right of the double doors before entering the sanctuary
 - b. To your left after your first step into the main sanctuary
 - c. Above the coffee table, to the left of the double doors before entering the kitchen
 - d. In women's bathroom just inside the door to the left
 - e. On the south wall in the multipurpose room at the east end of the building
 - f. On the north wall of the smaller, yellow children's room.
 - g. Parking lot lights can be turned on by flipping the circuit breaker in the electrical box located in the utility room between the men's and women's bathroom. It is circuit breaker #27. The lights take a couple minutes to warm before lighting up. Please turn off upon leaving. Lights under the portico over the front door are to be left on. It is very dark walking out to a car if you are the last one leaving the building. We encourage you to bring a flashlight for getting to your car safely.
 - h. The light for the MUUC outside sign is regulated by a timer and turns on and off automatically.
6. Clean up and Lock-Up
- a. The cleaning supplies and vacuum cleaner are located in the utility closet between the two bathrooms. If you use the last of any supplies, please let the Building Use Coordinator know or replace them.
 - b. Rooms must be returned to their prior arrangement if chairs and tables have been moved. Failure to leave the building clean, with lights turned out, and in as good condition as it

was found may result in loss of building privileges for future activities. A fee will be added if special cleaning and repair of church facilities is required.

- c. The Building Use Coordinator or another church officer needs to be notified at the time of scheduling, if the building needs special cleaning prior to Sunday services because of a borrower's or renter's activities.
- d. Both the main entry and multipurpose room doors need to be locked upon leaving. The door handle to the multipurpose room needs to be double checked that it is locked, if the door handle is locked in a certain position, it can be reopened by hand.

Double check that all windows are closed, candles/open flames extinguished, the stove/coffee pots/appliances are turned off, lights and fans turned off, parking lights are off, toilets are not running, and doors are locked.

7. Building problems: Problems with the building or damage should be reported to the Building Committee contacts listed at the end of this policy.

Attachment 1 Fee Schedule

1. Non-members or other groups using the sanctuary, multi-purpose room, and/or kitchen areas will be charged \$50 for half-day or evening use, \$150 for a full day & evening.
2. A Cleaning Deposit of \$75 for events where it is so deemed as necessary by the Building Coordinators or the Board and a seasonal deposit of \$50 for snow plowing will be given to our Building Use Coordinator at the time the reservation is made for one time events. Those fees will be returned, if no cleaning or plowing is required.

Checks should be made out to MUUC and sent to the building use coordinator whose address is listed at the end of this policy. For groups with ongoing meetings, the fees will be assessed in the event that cleaning or plowing is required after the event. Nonpayment will result in revocation of meeting space.

3. Non-members who are authorized by the Coordinator or Board of Trustees to have a key are required to submit a \$50 key deposit (returnable) to the coordinator.
4. Non-profit organizations using the building for frequent (weekly) meetings and who are not charging for their event will be charged \$10 for each 2-3 hour meeting. (No fee is specified for profit groups other than the fees in #1).
5. On-going use by any group or member for more than once a week use will have the fees set by the Board of Trustees.
6. Non-profit organizations holding once a month or less frequent 2-3 hour meetings, congregational committees and sponsored groups and MUUC members should contact the building use coordinator for exceptions to these rules.
7. In special circumstances, fees may be reduced or waived with the agreement of the Building Coordinator and two Board members. An agreement will be drawn up specifying any variations from this Building Policy and signed by the Building Coordinator and two authorizing Board members and the representative of the other party.

Marquette Unitarian Universalist Congregation Contacts

Building Use Coordinator:
Heidi Gould, 906-226-0102 or 906-361-2643
mqtuuadassist@gmail.com

Building Committee Chair:
Shaun Devlin, 906-343-8662
ssdevlin@uchicago.edu.

**Marquette Unitarian Universalist Congregation
Building Use Agreement**

I, _____ (print name) on behalf of the _____ (organization name) have read the Marquette Unitarian Universalist Building Use Policy and agree to its conditions for use. The following checked items have been specifically agreed to in addition to the basic Use Policy.

Profit ___ Non-profit ___ Member ___ Non-member ___

Description of event _____

Expected attendance _____

Will a fee be charged for the event? _____ Amount? _____

Will food be served? _____ Alcohol? _____

If so, where will it be prepared? _____

(Note: It is not allowed to cook food for sale or for outside groups in the MUUC kitchen due to lack of Health Department clearance.)

Particular rooms or equipment requested

Date(s) of Event _____

Time range building is needed _____

Initial items as appropriate:

___ No alcohol will be served at our event(s), or

___ Proof of home owners or renter's insurance submitted. Please contact your renter/homeowner or organization's insurance agent. Please submit a copy to the Building Use Coordinator prior to event. Name of

Insurer _____, copy attached.

Name on policy matches name of signer of Building Use Agreement.

___ Responsible adult _____ (name) will serve & monitor alcohol use in accordance with Michigan law.

___ No food will be cooked on the premises at our event(s), other than hot water or coffee.

___ Building will left in as clean and good condition as found, with furniture returned to prior placement.

___ Cleaning deposit of \$75, for one time users.

___ Key deposit of \$50 or other arrangement made (specify) _____

___ Room fee rate of \$50 for half-day or evening use. Equals \$ _____.

___ Snow plowing at rate of \$50 will be made within 60 days of the event, if required according to Building Policy or _____ \$50 check deposit made prior to use of facility (for one time users, seasonally).

The person in charge and all participants assume responsibility and liability for any damage to the premises. The person in charge assumes and accepts responsibility for supervision of activities and conduct of all persons present during the use of the property. The undersigned has/have read the Building Use Policy and agree to its conditions.

Authorized signature _____ Date _____
Print name _____
Address _____ Phone _____
Email address _____

This completed form and checks made out to the Marquette Unitarian Universalist Congregation should be given to the Building Use Coordinator. Currently, the Building Coordinators are Tom (tsulli3206@aol.com) and Nancy Sullivan (nance249@gmail.com) (906-249-3790, 906-360-3790 or 906-362-3790).

**Additional Board of Trustee signatures for special provisions.
(OK to attach email approvals.)**

Note of special provisions: _____

Board member signature _____ Date _____

Board member signature _____ Date _____

Signature of Building Coordinator _____ Date _____