**Draft UUSD Rental Policy**

as of 8.07.2024

**General Policy**

This policy applies to any use of UUSD facilities, grounds, and/or equipment for any event or activity NOT sponsored by a UUSD Committee or Group. UUSD’s Executive Team is responsible for overseeing the implementation of this policy.

Use of any of the UUSD facilities and equipment will be at the risk of the user. UUSD does not assume any liability or responsibility for injury to a user of the facility or equipment. Furthermore, UUSD does not make any implicit or explicit warranty of the premises, equipment, machinery, fixtures, or furniture. All groups must finish activities and vacate the building in accordance with the rental agreement.

For the safety, security and protection of our facility and equipment, be aware that UUSD buildings and grounds are under external camera surveillance.

All facility usage not sponsored by a UUSD Committee or Group will be charged a facility fee. The cleaning fee may be adjusted by UUSD Administration if additional cleaning and/or repairs are required following usage.

Organizations wishing to rent UUSD space may be requested to present a copy of their by-laws, charter and/or mission statements for review prior to the event being permitted. It may be necessary to determine the compatibility of the rental request with UUSD’s mission and statement of purpose. UUSD reserves the right to refuse rentals at its discretion.

**Cancellation and Renewal Policy**

In general, UUSD requires **48** hours cancellation notice to the church office to refund the deposit fee. UUSD may waive the cancellation fee at its discretion.

If ongoing events are canceled prior to the initial scheduled date, the Church Office Administrator must be notified. If not, the deposit fee may not be refunded.

**Appropriate Use of Facilities**

* As stated in the “Reservation Request Process,” the rental party’s designated contact person will be present during the duration of the function and is responsible for any damage incurred.
* Individuals and groups who use the facilities shall treat them with respect and dignity. They will use only the rooms scheduled/reserved for use.
* Users will comply with the Use Checklist.

**Damage and Breakage**

All persons and/or groups using UUSD facilities, furnishings, or equipment are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The designated person(s) requesting the use of the facility is responsible for paying costs incurred by the Church in cleaning, repairing, or replacing any part of the facility and/or its furnishings and equipment which have been carelessly or irresponsibly subjected to more than normal wear and tear by the persons/groups involved.

**Supervision of Children**

Children must always be supervised by a responsible adult and are not permitted to roam freely on UUSD property. At no time should a child be left unattended or unsupervised.

**Rental Reservation Process**

Potential renters will refer to the Space Reservation Form and process.