



## **UUSD Rental Policy**

**Approved by the Board of Trustees September 25, 2024**

**Preamble:** The UUSD Rental Policy is needed to ensure that UUSD facilities are well managed and used in ways consistent with UUSD's mission and values and to establish clarity for the rental of UUSD facilities for events or activities NOT sponsored by an official UUSD component (Minister, staff, committee or group.)

UUSD is committed to being an active member of the community in support of community events. Because of this, we want to make our facilities available not only to our congregation, but also to the community at large, provided that the values of renting organizations are aligned with UUSD mission and values.

This policy applies to any use of UUSD facilities, grounds, and/or equipment for any event or activity NOT sponsored by an official UUSD component. For events that are sponsored by an official UUSD component, there is no charge for the use of facilities.

**Authorization:** UUSD Policy: Establishing UUSD Policies, December 15, 2021

**Responsible organization:** UUSD Executive Team

### **Relevant aspects:**

1. Clarifies and simplifies the process of renting UUSD facilities.
2. Maintains an easy to understand fee schedule.
3. Maintains a "Hold Harmless" form.
4. Maintains a setup & exit checklist, for use as needed.
5. Maintains a signed agreement between UUSD and rental party or user.

### **General Policy**

All requests for use of UUSD facilities will be prioritized and considered in the following order:

1. All UUSD events and activities led or sponsored by an official UUSD component;
2. Weddings, Funerals and Memorial Services (subject to approval of the Minister);

3. Not-for-profit and other charitable groups with similar purposes, who in word and deed align with the mission and values of UUSD;
4. Government, private and for-profit groups (who will not sell products or services on site) or individuals whose activities do not contravene UUSD's mission and values.

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 an official component of UUSD will be charged a facility fee according to the Fee Schedule. A 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 within **24** hours prior to the event. If not, the deposit fee may not be refunded.

### **Appropriate Use of Facilities**

- The person or organization renting UUSD facilities 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 person or organization renting the facility is responsible for paying costs incurred by UUSD 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 “Facility Rental Agreement” and UUSD Rental Procedures.

### **Procedure – See the attached documents:**

- **Rental Procedures**
- **Facility Rental Agreement**
- **Facility Use Fee Schedule**
- **Hold Harmless Agreement**
- **Facility Pre-Rental Checklist**
- **Facility Rental Exit Checklist**
- **Memorial Service Checklist**