



UUSD RENTAL PROCEDURES

UUSD Personnel – There will be a UUSD point person on site during all rentals. This person has the ultimate responsibility for assuring that UUSD’s rental procedures and guidelines are followed.

Reservation Request Process – Meeting/activity leaders/wedding directors/staff members and all others using the facilities are responsible for scheduling the room/outdoor space by completing and signing a “Facility Use Request Form” and submitting it to the UUSD Office Administrator.

- The “Facility Use Request Form” is on the UUSD website. Reservations are not considered approved until they have been acknowledged and accepted by the Church Office.
- Only one contact person from the reserving group will be assigned to handle these details for each event and will be responsible for compliance with this policy. The primary contact person will be in attendance during the event. The name of the contact person must be included in the Facility Use Request Form.
- Deposits are required and will be applied to the total cost of the event (are refundable) if the space is left in its original condition.

Parking Lot

- Any organization wishing to use the parking area for special events other than parking for functions and services must complete the Facility Use Request Form.
- UUSD will not be responsible for the security of any person, vehicle or property of those using the parking spaces.

Security and Fire Procedures

All persons must exit the building should the fire alarm sound. The fire department is automatically called. Follow the instructions of the fire department for returning to the building. External doors in the front should never be propped open.

Insurance

All renters must provide a Certificate of Insurance for the date of their event. If your event includes the services of a caterer, professional deejay, or other vendor they, too, must provide certificates of insurance. Repeat renters can get a certificate for a whole year.

Ask your insurer to provide a Certificate of Insurance naming the Unitarian Universalists of Southern Delaware as additional insured to the value of \$1 million.

If you do not have a current insurer who can provide this coverage, you can obtain single event coverage at: www.theeventhelper.com, They can also provide annual policies for recurring meetings. There are many other providers of temporary insurance for events which will show up in internet searches.

Alcohol

Non-gathering Events (license not required)

- Private social events, such as weddings, receptions, showers, birthdays, wakes, anniversaries, parties and other celebrations or special occasions are not considered gatherings so therefore, they do not need to apply for and obtain a gathering license.

Gathering Events (license required)

- A gathering is defined as a banquet, picnic, bazaar, fair or similar private or public event organized and hosted by a nonprofit organization for its benefit, where alcohol is served or sold by the nonprofit, including events where alcohol is included in the price of a ticket. Any and all proceeds from the sale of alcohol at a gathering must go to the nonprofit organization.
- For more information please refer to [Forms & Application Materials - Delaware Alcoholic Beverage Control Commissioner](#)

For additional information or questions, please contact the Executive Team at execteam@uusd.org or admin@uusd.org.

Date: 09/26/24