

Unitarian Universalist Church of Amherst

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RULES GOVERNING USE OF FACILITIES

The following rules have been set forth and approved by the Board of Trustees in an effort to avoid misunderstandings regarding the use of the church facilities and are incorporated in and made part of any Agreement Regarding Use.

1. The Church office maintains a weekly church calendar on which are listed all regularly scheduled activities, the name of the organization, date and time, room or area assigned, and the name of person in charge.
2. In order to rent UUCA church space, an individual or organization must make a request through the Church Office. Requests should be made far enough in advance in order to secure the approval for use, to execute and register the facilities agreement, and have the group listed on the calendar at least two weeks prior.
3. If a renter will not be using the facilities as scheduled, the Office Administrator must be notified as soon as possible so the church can be properly locked. Cancellation of an event in less than two weeks prior to the scheduled date will result in the non-refundable Reservation Deposit fee along with the Caretaker fee.
4. No event may be held in the church at which alcoholic beverages are sold unless a licensed and insured bartender or caterer provides a permit that has been obtained from the New York State Liquor Authority, and a copy is provided to the Office Administrator prior to the event. (Please see rental agreement for other requirements.)
5. All Church-related and sponsored functions will take precedence over any other organization's use of the facilities.
6. Activities must be confined to the specific room/area assigned to the organization/renter, and for the date(s) and time(s) agreed upon.
7. Kitchen facilities may only be used with prior assignment and approval, and are subject to an additional set of rules governing their use. (*Please refer to attached kitchen rules if kitchen use has been requested*).
8. No children under 18 are permitted to be in the church before, during or after event without adult supervision. Adult supervisor(s) are responsible for seeing that all minors have left the building before they themselves leave.
9. The organization/person-in-charge for signing the Rental Agreement is responsible for insuring that all rooms/areas used are left in clean and orderly condition, and that all trash and recyclables are removed. The UUCA is a *Green Sanctuary* and has strict recycling rules. If there are any questions about recycling rules, contact the church office. Renters will bring their own trash bags and remove all trash and recyclables to the dumpster and recycling containers. Church property or damage beyond normal wear may result in forfeiture of some or all of the Event Fees, and additional subsequent damage and replacement charges may be added if fees are not sufficient to cover a loss.
10. The Rentals Liaison to the Board of Trustees must approve any modification to the Agreement, Rules or Fees governing the use of UUCA facilities.
11. No equipment will be removed from the premises.

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12. In an effort to contain operational costs, please be sure that all doors and windows are closed during the heating and air-conditioning season in order to conserve energy.

13. Use of the front lawn is limited to photographic sessions only. No activities of any kind shall be permitted on the front lawn, including weddings, sports activities, picnics, etc. without the prior approval of the Board of Trustees.

I, _____ have read the “Rules Governing the Use of Facilities by Renters” agreement, presented to me, prior signing the Rental Agreement. I understand the information provided in this document, and agree to abide by these regulations.

Renter’s Signature: _____

Date: _____

Administrator’s Signature: _____

Date: _____