

## **CVUU Building Use & Rental Policy**

*(Adopted 5/6/14; addendum of Rental of Exterior Grounds added 4/11/19)*

### **Purpose Statement/Policy Overview**

The Cedar Valley Unitarian Universalists welcome the use of our building by community groups whose mission and goals are in keeping with the mission and principles of our congregation and our denomination. We also welcome the use of our building for personal celebrations (weddings, graduations, receptions, etc.) by individuals associated with our congregation.

Non-profit or for-profit individuals or groups who charge for their services or offerings will be charged a building use fee. The congregation may also make space available for personal social events not sponsored by individuals associated with our organization. For these events, a building fee will be charged. All fees are specified in the fee schedule which is part of this policy.

### **Rules and Policies**

1. All aspects of this policy are subject to the final interpretation of the Cedar Valley Unitarian Universalists through its Board of Trustees. The Board of Trustees is also the body which will provide final resolution of any claims or disputes related to the use of the space.
2. All building usage must be on a *reservation basis only*. (See reservation process, below.) After the reservation is confirmed, the activity will be placed on the church calendar, so as to prevent conflicts.
3. Use of the building for congregational activities always takes precedence over use by community groups.
  - a. Spaces will only be made available that are not currently scheduled for use by congregational committees or other events sponsored by the congregation.
  - b. Spaces must be utilized in such a way as not to disturb ongoing congregational activities. For example, if a musical performance or use of the public address system is involved, the noise level must not disturb other activities occurring in the building. (Special permission must be arranged in advance for such activities.)
4. Use of the building does NOT include the use of any congregational supplies such as tablets, paper, markers, etc. Groups must bring their own supplies. If a Religious Education classroom is to be utilized, no educational materials in that classroom are to be disturbed.
5. If a group wishes to use our public address system or our projection system, this may only be done only by special arrangement with a congregational volunteer who is qualified to operate them. Groups MAY NOT utilize these systems on their own. Use of the piano, including moving it from its regular location, is by special permission only.
6. Any group that utilizes any space must treat it with respect. This includes careful usage of furnishings, and it includes clean up. Our congregation does not employ a professional cleaning staff, so ANY person using ANY space is expected to leave it as clean as when they found it.

7. Groups or individuals reserving our space are financially responsible for any damage repair or cleaning that is required following the event. These costs will be billed directly to the event sponsor. Groups incurring damages or cleaning charges may forfeit their ability to make future reservations.
8. Any utilization of the kitchen requires permission in advance. If food is to be served, the following rules apply:
  - a. Absolutely no food or disposable kitchen supplies that belong to the congregation may be utilized.
  - b. Food may only be served in the Fellowship Hall or kitchen area.
  - c. All food that is brought into the building must be removed at the end of the event.
  - d. The kitchen has very limited refrigerator space, and no food that is currently in the refrigerator is to be disturbed.
  - e. Recyclable items may be placed in the bins located in the kitchen.
  - f. Non-recyclable garbage must be placed in the plastic trash bags that are provided.
  - g. Dishes, silverware, pots and pans may be utilized with advance permission.
  - h. In general, the kitchen must be left SPOTLESS after usage, including thorough cleaning of all dishes and utensils used.
9. Nothing is to be attached to any wall surface by any means, except by advance permission. Absolutely nothing is to be attached to the ceiling of the Fellowship Hall, as it may damage the acoustical tiles.
10. Art objects located throughout the building are not to be touched or moved.
11. No smoking or tobacco use is allowed in the building.
12. Groups reserving our space may not bring in or consume alcohol on the premises.
13. Access is granted only to those areas of the building that are specifically reserved. Restrooms are conveniently located next to all of our usage areas.
14. Permission to use the building cannot be transferred to any person or group other than those making the reservation. The person making the reservation will be held responsible for any violations of this policy.

### **Reservation Process**

1. All reservations must be made by contacting the congregation's Office Administrator by telephone at 319/266-5640 or by email at [administrator@cedarvalleyuu.org](mailto:administrator@cedarvalleyuu.org). Contact should be made no less than one week in advance of the event (more notice is preferable).
2. Reservations will be made on a first-come, first-served basis.
3. Events for which charges or fees apply will not be confirmed until those charges or fees are paid in advance of the event date.

4. The Office Administrator will supply the requesting group with an electronic reservation form. This form will specify the following:
  - a. Name of the group making the request
  - b. Complete contact information (address, telephone, e-mail) for the group
  - c. Date(s) and inclusive (preparation, starting, ending, and clean-up) times of the event
  - d. Nature of the group making the request – nonprofit, for profit
  - e. Number of people anticipated to attend
  - f. Any registration fee or fees for services charged by the group (amount, collection method, etc.)
  - g. Description of the nature of the activities that will take place
  - h. Description of any kitchen usage/food service involved
  - i. Other special usage requests (piano, audio-visual support, furniture moving, etc.)
5. Once the form is received, the Office Administrator will forward the request to the Minister or to the President of the Congregation. (Should neither be available, another designated Board member may review it.) Either of these individuals may approve it, and they are empowered to negotiate rental fees where appropriate. However, if these individuals believe that there are special circumstances involved in the reservation, the congregation's Board of Trustees will be consulted. Events will not be placed on the calendar until they are approved.
6. A representative of the group will sign the reservation form. Their signature indicates acceptance of the rules for building usage set forth in the congregation's Policies and Procedures and acceptance of whatever fees and security deposits have been agreed upon. The congregation's representative will also sign the reservation form.
7. The group will arrange with the Office Administrator to pick up a key, when necessary. The key should be picked up during her regular office hours, which are posted at [cedarvalleyuu.org](http://cedarvalleyuu.org). Keys should be returned promptly after usage. The group's representative will be shown how to lock up the building, and they are responsible for doing so if they are the last one leaving.
8. The congregation is free to rescind any agreement with regard to future usage, if a group fails to observe the Building Use Rules.

## Fee Schedule

Type of Group	Frequency of Use	Anticipated Attendance	Fees charged by group	Usage Fee	Security Deposit
Non profit	One time only	<30	None	No donation requested	None
Non profit	One time only	>30	None	Free will donation requested	None
Non profit	Two or more times	Any size	None	Free will donation requested	None
Non profit	Any frequency	Any size	Registration or fees for services charged	Sanctuary - \$45 per session for up to 6 hours Fellowship Hall - \$65 per session for up to 6 hours  Both sanctuary and fellowship hall - \$120 for 6-hour period  Other meeting areas - \$35 each for 6-hour period	For groups of over 30, \$200 security deposit
For profit	Any frequency	Any size	Registration or fees for services/ merchandise charged	Sanctuary - \$75 per session for up to 6 hours Fellowship Hall - \$100 per session for up to 6 hours  Both sanctuary and fellowship hall - \$200 for 6-hour period  Other meeting areas - \$35 each for 6-hour period	For groups of over 30, \$200 security deposit
Social Gathering	One time only	Any size, with member sponsoring	None	Free will donation requested	None
Social Gathering	One time only	Any size, without member sponsoring	None	Sanctuary - \$45 per session for up to 6 hours Fellowship Hall - \$65 per session for up to 6 hours  Both sanctuary and fellowship hall - \$120 for 6-hour period	For groups of over 30, \$200 security deposit

## CVUU Building Use Policy Addendum: Rental of Exterior Grounds

*(Approved by the CVUU Board at the 4/11/19 Board meeting.)*

### Policies for Rental of Exterior Grounds

In addition to any applicable policies in the CVUU Building Use Policy, the following policies apply to rental of the exterior grounds of the CVUU.

- Any group that utilizes any space at the CVUU must treat it with respect. This includes careful usage of all of our grounds (e.g. ensuring the safety of the pollinator garden), and it includes clean up. Our congregation does not employ professional grounds maintenance staff, so any person using any space at the CVUU, including our grounds, is expected to leave it as clean as when they found it.
- Groups or individuals reserving our space are financially responsible for any damage repair or cleanup that is required following the event. A security deposit is required as outlined in the fee schedule below. Groups incurring damages or cleanup charges may forfeit their deposit (as well as their ability to make future reservations), and any additional costs will be billed directly to the event sponsor.
- An exterior grounds rental fee is charged as outlined in the fee schedule below. This rental fee ensures use of the entire grounds. Although this fee excludes the use of the building, it ensures that no one else will use the building during the time that the exterior grounds are being rented. This rental fee is separate from any rental fees charged for using the interior of the building, as described in the CVUU Building Use Policy. If rental of both the interior and exterior of the building is desired, the security deposit and rental fee are required for each rental.
  - Note: If only the exterior grounds are rented, the building will be locked and it will be up to the sponsor to provide access to water and outdoor bathroom facilities as appropriate.
- For all rentals of the exterior grounds, a certificate of insurance coverage is required, holding the CVUU harmless for the event.

### Fee Schedule for Rental of Exterior Grounds

Type of Group	Frequency of Use	Anticipated Attendance	Fees charged by group	Usage Fee	Security Deposit
For profit or non-profit	Any frequency	Any size	Registration or fees for services/merchandise charged	Exterior grounds: \$200 per session for up to 6 hours	For groups of over 30, \$200 security deposit