

## **Facility Rental Policy**

Policy Updated: 8/6/2003; 9/21/1005, 10/13/2005, 4/13/06, 11/11/10, 10/17/12, 7/15/15

Policy Owner: Board Vice Chairperson

The Board of Trustees has established fees for use of facilities of the Second Unitarian Church of Omaha. The main purpose of the church facility is to fulfill the purposes, programs, and functions of the church; however, we wish to provide a community service by making the facility available when possible. We define community service in terms of meeting social needs; therefore, the building will not be rented for non-church-related commercial or profit-making activities. Any divergence from this policy would require approval of the Board of Trustees.

Fees are designed to cover overhead and operating costs. It should also be understood that fees for the use of the facility are in addition to the Event Supervisor Fee and Security Deposit Fee listed below.

### **Fee Schedule for Non-Members**

Church Auditorium (Includes use of kitchen for serving purposes only and area adjacent to kitchen).

- \$125 – Four hours or less.
- Additional \$25 per hour – Rentals over four hours, not to exceed a \$75.00 maximum. Thus, rental for an all-day event would be \$200.

Event Supervisor Fee – \$50 – Four hours or less. Additional \$10/hour after four hours.

Separate Set Up Supervision-\$10 per hour, minimum 2 hours

Security Deposit – \$100.00 – A separate personal or organizational check or cash is required. The Security Deposit check is due at the time of application for rental and will be cashed. After rental, the building will be inspected. If there is no damage or need of extraordinary janitorial service, a refund will be mailed.

### **Fee Schedule for Members**

1. \$50 for personal gatherings other than stated in bullet #2.
2. No charge for weddings/commitment ceremonies and memorial services/funerals.

### **Terms**

1. Fill out the [Building Rental Application Form](#) and return it to the Office Administrator along with the Security Deposit Check. The application will not be considered as officially accepted until it has been signed as approved and the Security Deposit has been paid in full. The Fees for the Church Auditorium and Event Supervisor are due 30 days prior to the event.
2. Use of premises for any illegal purpose is prohibited. If it appears that any group contracting for use of the premises intends such use, any Board member or Minister may cancel such contract, immediately.
3. This church has a policy of no smoking inside the building.
4. Alcohol is not permitted for events sponsored by non-members.

5. Any group using the building, rooms, or facilities of the Second Unitarian Church by arrangement shall hold the church, the Board of Trustees, and its employees free and harmless from any loss, damage, liability, cost or expense that may arise during or to be caused by use of the church property by such group.
6. The Event Supervisor Fee covers the expense of providing an on-site person to answer building use questions and to make sure that the building is locked, secured, and left in good order following authorized use. The event supervisor shall be a volunteer member who is paid the event supervisor fee for his/her service.
7. Scheduled church functions shall take precedence over any other use. The Vice Chairperson of the church Board of Trustees and the minister have responsibility for resolving scheduling conflicts.
8. The facilities shall be used for the purpose described in the Building Rental Application Form and not for any other purpose.
9. No equipment, staging, furniture, etc. shall be brought into the facility without previous approval.
10. Small decorations such as rice, confetti, sequins and glitter are not permitted.
11. Use of Kitchen: church dishes, silverware, pots and pans, tablecloths and towels are not to be used. The large coffee pots are available for use provided they are cleaned after use. The kitchen may be used for the purpose of serving, but not the preparation of meals. Kitchen is to be cleaned after use.
12. Nothing may be attached to building walls.
13. The main floor office, downstairs offices, the nursery, and classrooms are not for rent and are not to be entered.
14. The name of the church is not to be used in any way that would indicate church sponsorship of an event.
15. The seating capacity of the auditorium is 120. Capacity of the worship area adjacent to the kitchen is 25. These limits are not to be exceeded.
16. Key codes will not be given to non-members without a multiple use contract and a security deposit.
17. Set up prior to an event is allowable if it does not conflict with regular church function and is scheduled in advance. The hours for set up are included in the total rental hours. The Event Supervisor will be present and the supervisor fee will apply for the set up time.
18. The church should be left in the condition in which it was found. The event supervisor will advise and direct cleanup as needed.
19. As events are the public face of Second Unitarian Church of Omaha, the form and content of all events must be approved in advance by the minister or the Board Chair should there not be a minister.
20. Board approval is required for all recurring events. Decisions about one-time events can be made by the minister. All events must reflect the values of Second Unitarian Church.