

# Facility Rental Policy

Updated: 8/6/2003; 9/21/1005, 10/13/2005, 4/13/06, 11/11/10, 10/17/12, 7/15/15, 11/19/2022, 1/11/23

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.*

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. All fees 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 the 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. 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.
7. The facilities shall be used for the purpose described in the Building Rental Application Form and not for any other purpose.
8. No equipment, staging, furniture, etc. shall be brought into the facility without previous approval.
9. Small decorations such as rice, confetti, sequins and glitter are not permitted.
10. 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 and the preparation of meals. Kitchen is to be cleaned after use.
11. Nothing may be attached to building walls.
12. The main floor office, downstairs offices, the nursery, and classrooms are not for rent and are not to be entered.
13. The name of the church is not to be used in any way that would indicate church sponsorship of an event.
14. The seating capacity of the sanctuary is 120. These limits are not to be exceeded.
15. Key codes will not be given to non-members without a multiple use contract and a security deposit.

16. 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 that are paid to the Event Supervisor.
17. The church should be left in the condition in which it was found. The event supervisor will advise and direct cleanup as needed.
18. 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.
19. 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.

Item	Details	Fee calculator:
<b>Fee Schedule for Non-Members</b>	Includes use of kitchen  \$150 for four hours or less. Additional \$25 per hour for rentals over four hours, not to exceed a \$100 maximum. (Thus, rental for an all-day event would be \$250)	Initial 4 hours:        \$150 Extra hours beyond 4:  _____ x \$25 = \$_____ (not to exceed \$100)
<b>Fee Schedule for Members</b>	No charge for weddings/commitment ceremonies and memorial services/funerals. \$50 for all other personal gatherings.	_____ \$0 or _____ \$50
<b>Event Supervisor Fee</b>	\$15/hour for four hours or less. \$25/hour for time past initial four hours  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. It is required for any technology needs or non-member rentals. The event supervisor is a church member who is paid the event supervisor fee for their service. <b>When reserving, please specify what services are needed.</b>	Initial hours (up to 4):  _____ x \$15 = \$_____  Extra hours beyond 4:  _____ x \$25 = \$_____
<b>Security Deposit</b>	\$100.00 – The Security Deposit 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.	Security Deposit:  _____ \$100

# Building Rental Application Form



New Rental    Change    Replaces Previous Form

**Event Name:** \_\_\_\_\_

**Event Date\*** \_\_\_\_/\_\_\_\_/\_\_\_\_      **Event Time** (include setup/cleanup): \_\_\_\_\_

\*If this is a request for a recurring event, please check here  and give details:

\_\_\_\_\_

\_\_\_\_\_

**Area(s) requested:**    Sanctuary    Kitchen    Other \_\_\_\_\_

**Approximate number of people attending function** \_\_\_\_\_

**Items requested for use:**    Chairs    Coffee Pots    Piano    Tables    Projector    A/V

**Member Sponsored?**  Yes    No   Member Name \_\_\_\_\_

**Will a keycode be required** (Members only) ?  Yes    No   *If yes, please contact Office Administrator.*

**Contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Fees:**

Sanctuary/Auditorium (4 hours or less)	\$150.00	
Additional Space Hours (not to exceed \$100)	\$ 25.00/hour	
Event Supervisor Fee (required for any technology needs and non-member events)	\$ 15.00/hour	
Additional Supervisor Hours	\$ 25.00/hour	
Security Deposit	\$ 100.00	
<b>Total:</b>		

I agree to abide by all Rules and Regulations for Use of Facilities of the Second Unitarian Church and have agreed upon the fees as shown above. Please return this form to the Office Administrator.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Board Member/Minister/Administrator

**Office Use Only:**

Keycode Issued: \_\_\_\_\_ Security Deposit: Received \_\_\_\_\_ Returned \_\_\_\_\_

Revised 4/2006, 11/11/2010, 11/19/2022, 1/11/23