

Harrisonburg Unitarian Universalists (HUU)
Operational Policy

Facilities Rental and Rental Agreement

Effective Date: October 1, 2013

Approved By: Board of Trustees

To the extent that HUU facilities are not committed to congregation-sponsored functions, they may be available to community groups which at the local and national level do not practice any form of discrimination. Groups requesting use of the facilities may be required to certify that they do not so discriminate.

Priorities for the use of HUU facilities are in the following order:

1. Congregation-sponsored activities
2. Member and friend activities
3. Non-profit groups
4. Other individuals
5. For-profit companies

This policy only applies to # 3-5 above. Congregation sponsored or member and friend activities do not require a rental agreement. However, members and friends using the facility for personal uses will be asked to pay the custodial fee.

Rental requests shall be made to the Office Administrator or the Treasurer. Requests are approved or rejected by the Treasurer. Should disputes arise regarding rental of the facilities, the Board of Trustees has final authority over rental agreements. Absent mutually agreeable arrangements made in advance, an individual or organization representative who signs the agreement for the rental activity must be present onsite for the duration of the rental event, and is responsible and liable for any damages incurred by the group.

All renters will be required to sign a rental agreement and to pay the agreed upon fee in order to confirm the rental. If the agreement and fee are not received prior to the rental event date, the rental reservation will be cancelled. The fee may be refunded if the event is canceled prior to the event date, except for a \$25 processing fee. Rental fees as listed in this policy may be changed from time to time with the approval of the Board of Trustees. **Exceptions, reduced fees or fee waivers will be considered upon request but must be approved by the Treasurer.**

A security deposit may be required as part of the rental agreement at the discretion of the Treasurer. Part or all of the deposit may be withheld for the following reasons:

1. Exceeding the rental period
2. Damaging buildings or grounds
3. Requiring unusual and extensive clean-up time by HUU staff or cleaners
4. Violating regulations as outlined in this policy

Use of space or equipment other than that specified in the agreement is in violation of the agreement and subject to additional charges. Normal rental fees do not include use of the sound system, piano (with the exception of recitals which assume use of the piano), or any other HUU equipment or supplies other than tables and chairs that are present in the particular area being rented. Kitchen use assumes use of any of the equipment in the kitchen including coffee pots, but does not include use of HUU dishes, tableware, or paper products.

Agreements will be approved only for adults who are 21 years of age or over, and who accept responsibility for supervision of the use of the facilities throughout the period covered by the rental.

It is agreed that HUU shall not be accountable for injury to any person(s) or for damage to any property which may be owned or used by the individual/organization contracting for the use of HUU facilities under this agreement. Additionally, it is agreed that the individual/organization contracting for the use of HUU facilities shall be liable for damage sustained HUU property, such as the extraordinary cost that might be incurred as a result of a food or beverage spill, apart from normal wear and tear. It is also agreed that the individual/organization contracting for the use of the HUU facilities will indemnify HUU, its officers, agents, and employees from any liability, suits, actions, demands, damages, and costs stemming from injuries to person or property, whether the result of the alleged active or passive negligence of HUU, its agents, servants, or employees.

All material publicizing events to be held at HUU that are not co-sponsored by HUU must contain the following disclaimer: "This event is not sponsored by the Harrisonburg Unitarian Universalists."

The following rules have been established for groups granted permission to use these facilities.

1. **CLEANING UP** - All trash must be placed in the receptacles provided in each building. The rental group is responsible to make sure that trash is removed and tables are wiped off. If the kitchen is used, it must be left in a clean condition.
2. **ADMISSION** - If the rental activity is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the contracted facilities regardless of color, sex, race, or creed.
3. **DAMAGE** - If any person attending a rental activity creates damage, beyond normal wear and tear, to HUU grounds, buildings, furnishings, or equipment, the rental group must adequately reimburse HUU in order that the damaged property may be repaired or replaced.
4. **DECORATIONS** - No nails, thumb tacks, screws, or tape may be used to fasten decorations, posters or other items to walls, ceilings, furniture or equipments. If candles are used, a protective covering underneath is required. If flowers are used,

they must be delivered the day of the event, not before.

5. **CANCELLATION** - If failure of utilities, damage to property, or any other cause beyond the control of HUU necessitates the cancellation of a rental activity, HUU will refund any rental fee paid but shall not be responsible for other expenses incurred or income lost by the rental group as a result of the cancellation.
6. **ALCOHOLIC BEVERAGES** - Prudent use of selected alcoholic beverages on HUU property is permitted when the serving of such beverages is appropriate for an organized activity or occasion. Consumption of alcoholic beverages to the extent of intoxication for any reason is prohibited. The serving of alcohol to minors is prohibited. The sale of alcoholic beverages requires a license. The organization or individual sponsoring the activity at which alcoholic beverages are to be served is responsible for the control, dispensation and cleanup of litter resulting from such use.
7. **PIANO** - If tuning is desired for a specific event, there is an additional fee of \$150.
8. **SMOKING POLICY** - No smoking is permitted in any of the buildings.
9. **WEDDINGS** - The dissemination of confetti, rice, or bird seed for weddings is prohibited both inside and outside the buildings.
10. **MUSIC** – The use of a “DJ,” live music, or amplified music outside the buildings or on HUU grounds is prohibited.
11. **DELIVERIES/PICKUPS** – Any deliveries to the rental space must be made during the hours of the rental agreement on the day of the event unless approved otherwise as part of the rental agreement.
12. **SET-UP/FLOOR PLAN** – Any special set-up for an event must be submitted to the Office Administrator one-week prior to the event. HUU is not responsible to complete the set-up for all events unless arranged otherwise through the Office Administrator.
13. **RECYCLING** – HUU encourages recycling of appropriate items and provides containers for this purpose. Each recycling container includes a posted list of recyclable materials. HUU asks renters and other event planners not to use bottled water due to the high environmental impact of the bottling process.

RENTAL FEES

Main Meeting Room without the use of the kitchen

\$100 per hour – for-profit enterprises and individuals not associated with HUU

\$50 per hour – non-profit groups

\$100 – security deposit
\$50 – custodial fee per event

Main Meeting Room with use of kitchen

\$150 per hour – for-profit enterprises and individuals not associated with HUU
\$75 per hour – non-profit groups
\$150 security deposit
\$75 custodial fee per event

Education Building

\$100 per hour – for-profit enterprises and individuals not associated with HUU
\$50 per hour – non-profit groups
\$100 – security deposit
\$50 – custodial fee per event

Rental Agreement

Name or Individual or Organization Responsible:

Address:

Phone:

Email:

Date of Rental:

Room(s) or area to be rented:

Beginning and end time of rental:

Set-up requirements:

Fee:

I have read and understand the rental policy outlined in this document and agree to abide by its terms and conditions.

Printed Name

Date

Signature