



**Unitarian Universalist Church  
of Annapolis**

# Facility Usage

## 2019-2020

*(Policies, Rates, Procedures)*

## **Welcome**

Welcome to the Unitarian Universalist Church of Annapolis. We are excited to extend our facility to you. We are a very busy place and our primary purpose is to carry on the ministry of our church. Everyone is welcome at the Unitarian Universalist Church of Annapolis. Utilization of our church facility is managed by our Church Administrator and facilitated by our Administrative Assistant and once the Facility Rental Agreement has been completed and approved along with procurement of a security deposit, your requested space will be reserved.

Pam Ausiello, Business Administrator – [pausiello@uuannapolis.org](mailto:pausiello@uuannapolis.org) 410-266-8044

Jannina Ortiz, Administrative Assistant – [Jortiz@uuannapolis.org](mailto:Jortiz@uuannapolis.org) 410-266-8044

Church Office Hours: M-Th 9:00am – 3:00pm, F 10:00am – 2:00pm

## **Member Rental Policy**

Members of UUCA will be provided a member rate for facility use.

Individuals who make a request for building use and who identify themselves as Unitarian Universalists but are not members of the UUCA will be subject to the same fees as other outsiders. Possible professional courtesy cases might present an exception. Members may not use space for personal profit unless given an exception by the Executive Team. Members and immediate family may receive the member rate to rent the building only for life passages such as family celebrations.

## **Non-Profit Rental Policy**

The Church receives requests from various community and non-profit groups to use church facilities for on-going meetings and/or special events. A portion of the church's annual operating budget relies on income from outside building use. Non-profit groups and organizations often have limited financial and physical resources. To serve the local non-profit community, church's facilities will be available to such groups at rates reduced from regular building use fees. Custodial services, which are paid to an independent party, will not be discounted.

All non-profit organizations will be expected to pay the established non-profit rate for building use (50% of regular building use fees). Non-profits must submit an IRS determination letter as proof of their non-profit status.

Exceptions involving reduced fees that are lower than the regular non-profit rates, may be made on a case by case basis by the Administrative Team using the following criteria:

1. Non-profits with very small annual budgets (i.e. less than \$2,000)
2. Small groups w/out a formal budget (i.e. less than 30 members, e.g. 12-step or similar support-type groups)
3. Groups that become of their constituency have exceptional difficulty obtaining other affordable space (i.e. LGBTQ+ support groups)

Should the Administrative Team agree that a group meets the above criteria, the group will be assigned to one of the following rooms (Emerson, Anthony, Reeb, Young, Wright, Angebrannt, or RE Sanctuary) and pay a token fee of \$50 per month for ongoing meetings or \$15 for a one time meeting.

As with all building use arrangements, the organization must provide evidence of liability insurance when completing the building use agreement form.

### **Outside Rental Policy**

Persons/groups who wish to rent space at the church's facility either for recurring time or one-time use will be approved on a case by case basis and be subject to the regular rate schedule.

### **Priority of Building Use**

Priority for use of UUCA spaces will be given in the following order to:

1. UUCA programs and events
2. UUA/CER or other denominationally affiliated programs/events
3. Non-profits whose goals and activities clearly and directly support our UU principles
4. Non-profits doing other social justice or social service work
5. Non-profits with a history of connection to UUCA
6. Individuals and groups which will pay the full building use fee rather than the non-profit rate
7. Other non-profits who do not meet any of the above criteria

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### **Location**

The church is located at 333 Dubois Rd in beautiful Annapolis, MD with a secondary campus, the FAHS House, located adjacent to the church at 1920 Lawrence Ave. The church has many sized spaces available for your needs.

### **Facility Amenities**

Our facility has offers the following amenities:

One or two floors of space, large or small (for room descriptions, see chart attached)

Air-Conditioning

Limited Kitchen Facilities

Tables & linens

Chairs

Piano (based on approval)

Audio-Visual Equipment (based on approval)

Sound System (based on approval)

Recording Equipment (based on approval)

\*For equipment fees, see our additional fee rate schedule pdf below



Additional Fees  
2019 - 2020.png

### **Scheduling a Room**

To schedule a room simply complete the Facility Rental Agreement (either hard copy or via google forms and return the following documentation to the Church Administrative Assistant:

☑ Completed Facility Rental Agreement Form ☑ Any additional information you feel might be useful in helping us determine if we can accommodate your group ☑ Any necessary documents such as a Certificate of Liability Insurance, verification of non-profit status etc., alcohol waiver (if alcohol is to be served), security deposit.

### **Facility Rental Rates (see rate schedule pdf below)**



Buildin Rental  
Rates 2019 - 2020.pc

### **Building Availability**

The Church Facility is available most any day between 8 a.m. and 10 p.m. (other times based on approval) except when being used for church services, our ministries or other commitments. ☑ The building is not available on Sundays 8:00 am to 1:00 pm (worship services) ☑ The Church Office hours are Monday through Thursday 9:00 a.m. to 3:00 p.m and Fridays 10:00 a.m. to 2:00 p.m.

### **Clearing and Cleaning**

The building must be completely cleared and cleaned after an event. Users are expected to assist in emptying trash, picking up, cleaning the space, and otherwise leaving it as found. A self-cleaning checklist will be provided for groups choosing to forego custodial services. If a group chooses to contract these services, it is based on additional fees and on approval.

### **What is included in the Space Donation?**

The space donation includes the use of the following amenities:

\*Air Conditioning/Heat \*Water \*Lights \*Restrooms - Toiletries \*Parking \*Standard Room Configuration  
\*Tables \*Chairs \*Available furniture as needed

The Sanctuary use may include (upon specific approval and for additional fees):

\*Grand Piano \*Sanctuary Audio-Visual Equipment \*Sanctuary Sound System \*Sanctuary Recording  
Equipment \*Sanctuary Basic Stage Lighting

### **Pre-Payment Policy**

Full payment for the space must be received at least 10 days before the event date or the space will not be available for use. Any payments within 10 days prior to use must be made in cash.

### **Cancellation**

If you need to cancel your meeting space use, we request that you notify us immediately. In the event of cancellation, a full refund will be provided minus \$25 for processing, as long as notification is received at least 72 hours prior to the event.

### **Custodial**

There is a required Custodial Contribution minimum of \$75 for all events in the Sanctuary/Kitchen. This fee covers limited custodial time to open and close the building, review clean-up and ensure that on-site concerns are handled. This does not include a group's self-cleaning expectations.

### **Facility Utilization Guidelines**

#### **Damages**

All individuals and groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the Facility Use Agreement Form shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the individuals or group involved.

#### **Room Configuration**

All rooms have been designated with a standard room set-up. Any set-up changes requested by the group are subject to approval by the Church Administrator.

#### **Piano**

Some musical instruments may be available for use based on approval. The instruments should not be moved within the sanctuary except by permission from the Church Administrator.

#### **Sanctuary Sound System**

The Sanctuary sound system and recording equipment are available upon request. The systems may be operated by the church sanctuary sound technicians only at an additional cost and based on availability. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors.

#### **Smoking Policy**

All individuals and groups using our facilities should abide at all times by a "No Smoking" policy in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately the individual or group's use of the facilities and/or to deny use in the future. We request that smokers in the group use the designated smoking areas located in pre-designated outside areas outside the church facility.

## **Alcohol and Drug Policy**

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the parking lot. For an event in which alcohol is desired to be served, approval is required and an approval form from the county must be submitted to the church at least 2 weeks prior to the event.

## **Supervision of Children and Youth**

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy regarding proper supervision of children, the presence of an adult certified in First Aid and CPR, and for events involving children, training related to child abuse prevention and possible background check. Any questions regarding this policy should be directed to the Church Administrator. Should your group include children, a copy of this policy will be provided.

## **Endorsement**

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

## **Decorations**

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. All such decorations must be removed immediately and completely following the event. Users are responsible for any damage incurred. Helium balloon use is based on approval.

## **Emergency Scheduling Conflicts**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

## **Recycling**

Recycling is an initiative of our church. As a part of that goal we have placed receptacles for recycling glass and aluminum. We encourage every organization to help save our planet and participate in our recycling efforts.

## **Storage**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing necessary items offsite.

## **Parking**

Our church parking lot adjacent to the building. Parking on the church facility is available only during the period of time that a group has contracted to use the facility. Parking is available on a first come, first-served basis and excludes certain spots specifically reserved at all times. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Groups may also use the Fahs House parking lot after business hours.

### **Security**

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

### **Final Decisions**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.

Thank you for considering our church facility for your meeting or event. We look forward to working with you on your space needs. We hope your experience with us will be enjoyable and if there is anything you need, please let us know.

Staff of UUCA