

Facilities Usage Rules and Conditions

Property Use by Individuals

Use of the congregation's property by individuals for weddings, meetings, etc. shall require completion of a Building Use Application form and payment of a key deposit and rent prior to property use as specified in the Agreement. Rental fees shall be in accordance with the current UUTC Property Use Fee Schedule. Rental fees for Rites of Passage may be modified or waived if the individual is a UUTC member or friend with a current record of financial and/or service support.

Property Use by Special Interest Groups

The Building Usage Committee, representing the Board, may recognize as "Special Interest Groups" those organizations serving our community whose purposes and intentions it finds to be in sympathy with the principles of the Unitarian Universalist Association (example: Center for Dialogue). This recognition may be withdrawn upon finding that the organization no longer meets these qualifications. Specifically excluded from building use consideration are any groups advocating a partisan political agenda or inextricably associated with a partisan political position.

Use of the congregation's property by Special Interest Groups shall require completion of a Building Use Application and payment of a key deposit and rent as specified in the Agreement prior to property use. Rental fees shall be in accordance with the current UUTC Property Use Fee Schedule. The Building Use Committee, representing the Board, may modify or waive the key deposit and/or the usage fees at its discretion if the Special Interest Group's financial circumstances and services to the community warrant it.

UUTC shall neither exercise control over nor assume responsibility for the programs, activities or finances of any Special Interest Group utilizing the UUTC Building.

Property Use by Good Neighbor Organizations

The Building Use Committee may recognize as "Good Neighbors" those independently constituted and operated organizations whose purposes and intentions are not in conflict with the principles of the Unitarian Universalist Association (example: Brevard Orchestra Board). This recognition may be withdrawn at any time upon finding that the organization no longer meets this qualification.

Use of the congregation's property by Good Neighbors shall require completion of a Building Use Application and payment of a key deposit and rent as specified in the agreement prior to property use. Rental fees shall be in accordance with the current UUTC Property Use Fee Schedule. The Building Use Committee, representing the Board, may modify or waive the key deposit and/or the usage fees at its discretion if the Good Neighbor's financial circumstances and services to the community warrant it.

UUTC shall neither exercise control over nor assume responsibility for the programs, activities of finances of any Good Neighbor organization utilizing the UUTC Building.

Guidelines for Property Users

Building users as defined above are required to adhere to the following policies and guidelines.

Reservations: Requests for property use may be made up to six (6) months in advance; a minimum of two (2) weeks is requested. Requests are made by completing a Building Use Application available at the UUTC building or below. Approvals will be given as rapidly as possible in accordance with the established "Priority Use List". Fees and/or key deposits are due upon approval. Once scheduled, all efforts will be made to avoid changes.

Funeral or other emergency use requests should be made by telephone to the Minister (877-6121) or Building Use Committee Chair (877-4299).

Building availability may be checked on the [Events Calendar](#) prior to making a request for usage.

Publicity: Do not use the UUTC name as the sponsoring organization in any advertising or promotional material for your event or meeting unless it is an "official" UUTC event. Do not publish the UUTC telephone number as the number to call for event information.

Restoration of Premises: Premises and equipment are to be left in the same condition as when the event began. If equipment or furniture is moved, it must be returned to its original location. Renters assume full responsibility for repairs required to restore the building, furnishings or equipment to original condition. Decorations or other materials may not be placed on walls, windows or furnishings without prior approval by the Building Use Committee. All decorations are to be removed at the conclusion of the event.

Facilities Used: Use of premises is restricted to those indoor and outdoor facilities and to those times specified in the approved Building Use Request. Facilities use must be terminated at the agreed upon time.

Childcare: If renters are using a portion of the facilities for childcare, no person under the age of 18 years may be solely providing that childcare. Children and youth (under 18) must be supervised at all times.

Equipment Used: Renters must be specifically granted permission to use the piano, audio-visual equipment and/or kitchen.

Care of Facilities: No food or beverages are allowed in the sanctuary when the blue, upholstered chairs are in place. Renters should be particularly cautious with food and beverages to avoid spills on the carpet; if spills occur, they must immediately be wiped up. Candles are to be used only with prior permission and only in fireproof containers. Any decorations used near candles must be fireproof. Birdseed is the only allowable material that may be thrown (in outside areas only) at weddings. Rice and spray confetti are not permitted.

Use of Kitchen: Use of the kitchen is by prior approval only and may include all equipment and appliances. Renters are to bring their own consumables, including coffee, tea, sugar, cream, etc. Renters are to supply their own tablecloths and napkins. All dishes belonging to the church are to be washed and put away. Instructions for use of the dishwasher are posted in the kitchen. All garbage is to be placed in the outside cans or removed from the premises. All food placed in the refrigerator or freezer by the renter must be removed by the renter. All countertops and tables are to be cleaned and spills wiped up from the floors.

Alcoholic Beverages: No alcoholic beverages shall be served or made available during the leased period unless prior permission is granted by the UUTC Building Use Committee. Permission shall not be granted for such use unless the renter agrees, in writing, to the Alcohol Use Policy.

Smoking Policy: Smoking is not permitted in the UUTC building or on its grounds.

Animals: Animals are not permitted in the building, with the exception of handicap guides.

Noise Policy: Noise must be kept within acceptable limits at all times so as to not disturb the neighbors. The City of Brevard has strict noise laws after 10:00 pm.

Services: Upon request, set-up and cleaning service can be provided at cost plus a \$5 handling fee; contact the Building Use Committee.

Emergencies: Emergency numbers are posted at each telephone and on the front door.

Responsibilities for Key-holders

Key-holders assume responsibilities for the care and protection of our facilities. It is important that they are always cognizant of the responsibility to:

- Close and lock the doors
- Be sure the lights are turned off and the HVAC returned to its programmed settings
- Disarm and rearm the security alarm before and after each use

Keys are not to be copied or lent to anyone issued a key (UUTC committees may share their key as necessary with the assigned key-holder ultimately responsible for its use.) Keys should be promptly returned when no longer needed.

Alcohol Use Policy

Groups using the UUTC facility may be granted the privilege of serving or making available alcoholic beverages. IF this privilege is granted, the following policies must be observed:

- The host or host group sponsoring the activity on the UUTC premises assumes all responsibility for observance and enforcement of the alcohol use policies
- Alcoholic beverages to be served are to be provided only by the host or host group
- Food must also be served when alcoholic beverages are served
- Alternative, non-alcoholic beverages must also be offered and displayed and served in a manner that is equally as prominent as the alcoholic beverages
- Underage drinking, as defined in North Carolina law, is prohibited and must be strictly enforced
- Alcoholic beverages must be provided free of charge
- Recycling is to be observed in the use of plastic, metal or glass containers

Facilities Priority Use List

Priority for scheduling building usage will be given in the following order:

- Regularly scheduled UUTC services including children’s and adult religious education
- Rites of passage ceremonies requested by UUTC members and friends
- UUTC Board and committee meetings as previously scheduled
- Events and meetings “sponsored” by UUTC members and friends
- Rites of passage ceremonies requested by non-members of UUTC
- Regularly scheduled meetings and events scheduled by Special Interest Groups, Good Neighbor Groups or individuals whose purpose and philosophy are compatible with the Principles of Unitarian Universalism
- One-time meetings and events scheduled by Special Interest Groups, Good Neighbor groups or individuals whose purpose and philosophy are compatible with the Principles of Unitarian Universalism

Property Rental Fee Schedule

Set-up is the responsibility of the user as is cleaning and returning the facility to the condition it was found in. The “Rules for Use of UUTC Building” found on the back of the Building Use Application are considered part of each usage agreement and compliance with them is necessary to assure future usage privileges.

	1-2 Hours	2-4 Hours	Day
Sanctuary	50	100	200
Conference Room	15	30	60
Social Room/Kitchen	25	50	100
Lobby/Social Room/Kitchen	50	100	200
Entire Building (Except Offices)	100	200	400

RE Room(s) - Included with any of above if staffed and cleaned in accordance with guidelines.

A key deposit of \$25 is required.

A refundable cleaning fee of \$50 will be required for all usages.

Set-up and cleaning can be provided at cost plus \$5 handling fee; advance notice is required.

[Print our Building Use Application](#)

[Print our Cleanup Guidelines](#)