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RENTAL POLICIES & PROCEDURES

The Unitarian Universalist Church
in Eugene



Office and Rental Administration
UNITARIAN UNIVERSALIST CHURCH IN EUGENE

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RENTAL POLICIES AND PROCEDURES

The Unitarian Universalist Church in Eugene (UUCE) is pleased to make its facility available to individuals and groups in the community that seek to serve and enrich human life through the arts, education, social and environmental justice, celebrations, weddings, or other activities that are compatible with our mission and vision:

“Empowered by love, we transform ourselves and serve our world.” Furthermore, in keeping with UU principles, no individual or group will be denied use of the building on the basis of religion, race, sex, national origin, disability, sexual preference, age, or public assistance status. We require that, when renting our facilities, you adhere to the following policies and guidelines:

Use of Premises: Groups that rent space in the building are authorized to use only the rooms they have rented, as well as the adjacent hallways and restrooms.

They are asked to honor agreements concerning beginning and ending times for their events. Most one-time rentals and large events require an approved UUCE Event Host or Custodian for the entire rental time, from set-up through clean-up.

Use of Playground: Renters are not permitted to use the playground unless it is so stated in the contract, is paid for, and a playground supervisor is provided by the renter. Hallways are not play areas and should be used only as passageways between rooms. **Children in the hallways must be accompanied by an adult.**

Parking: UUCE provides onsite parking free of charge for 64 cars. On weekends and in the evening, guests may also park in the lot of the Looking Glass School next door and the Speech and Hearing Center next to that if there is no special event there at the time. Check with the Rental Administrator to be sure the extra lot(s) are available. Please do not park in spaces designated for church use only.

Set-up of Rental Space: All rentals must discuss their specific set-up requirements with the Rental Administrator, on or before the date listed on their contract. Set-ups that require disassembly of the stage or accessibility ramp will incur additional fees. Late set-up requests will be accommodated when possible and will incur a \$25 late fee. **Only the UUCE custodians may move church furniture**, including, but not limited to, the location of lectern and pulpit, as well as tables and chairs in the Social Hall and Sanctuary. **No set-up is permitted that blocks fire exits.**

Kitchen: UUCE’s kitchen is a certified commercial kitchen. Use of the kitchen or any of its items, must be outlined in the rental contract. A custodian will instruct the renter in proper use of kitchen equipment, including the dishwasher. Renter will be given a copy of the clean-up checklist. UUCE’s custodian or event host must sign off on the checklist to be considered complete. If the checklist is not complete and a mess is left, renter will incur a \$50 clean-up fee, which will be taken out of the refundable deposit.

Displays and Decorations: If decorations and displays are put up, they must not damage church property and must be removed at the conclusion of the event. All space used must be restored to its original condition.

1. Decorations and displays must be limited to walls and tables. Renter may NOT affix decorations/décor anywhere else in the Church including, but not limited to, musical instruments, furniture, and pulpit.
2. Renter may NOT use nails, thumbtacks, paste, glue, and/or tape to decorate.
 - a. The only permitted materials for adhering decorations or displays are blue painter's tape, poster putty, Command strips and/or other adhesive-backed, non-damaging hangers.
 - b. Items on the church walls (artwork, notices, etc.) must NOT be removed or altered without permission of the Rental Administrator.
 - c. Decorations including loose glitter or confetti are not permitted. Excess cleaning required to remove confetti or glitter will be charged at an hourly rate and deduct from the damage deposit.
 - d. Church wall décor/art/banners may not be removed.
 - i. A \$25 charge ***per piece*** will be incurred for any removal or tampering by renter, taken out of the refundable deposit.
3. Candles are allowed for table decorations only if they are contained by a hurricane shade or water base.
4. UUCE custodians and contracted hosts do not set up decorations. Renter is responsible for putting up all decorations and displays, taking them down, removing them from the building or disposing of them, and doing no damage.

Cleaning of Rental Space: Renters are expected to return rented spaces to the condition found upon arrival.

1. All decorations must be removed from walls, hallways, doors, etc. and placed in trash or removed from the building.
2. All trash and/or recycling must be bagged or in bins. The UUCE custodian will take the trash out to the dumpster during and after the event.
3. Tables and chairs should be wiped down to the best of renter's ability.
4. Major spills and/or messes should be cleaned (i.e. spilled beverages, leaking coolers, etc.). The UUCE custodian can provide brooms, mops or cleaning solution upon request.
 - a. Renter is not expected to perform a full sweep, mop or sanitation of rented space. The UUCE custodian will complete this at the end of the event.
5. If using the kitchen, Renter will follow the provided Kitchen Clean-Up Checklist and verify completion with UUCE custodian before departure.

Linens: UUCE does not provide table linens.

Musical Instruments: Renters must obtain permission from the Music Director and/or Rental Administrator to use any of UUCE's musical instruments. Never place anything (including papers) on top of instruments (even with cover on), or on their benches. Damage to instruments will result in a charge to the renter in the amount of the repair or replacement.

Sound System: UUCE's sound system is available only under the supervision of one of our approved sound technicians. This service is provided at an hourly charge, including set-up and take-down time. If the UUCE sound system is insufficient to meet the renter's needs, the renter is responsible to supplement the needed equipment. Our sound technician can help you with information about this. Any renters found using the sound booth or equipment without permission will forfeit their refundable damage deposit.

Wi-Fi and Internet: Wireless internet is available free of charge on the network UUCE Public, no password required. If the wireless is down, Ethernet cables can be made available. Please notify the Rental Administrator if you will need internet so that the equipment is on hand.

Lighting: UUCE is well lit by skylights during daylight hours and by energy-efficient lights at night. Outdoor walkways and all entrances are also lit at night. Renters may not adjust lighting in Sanctuary and Social Hall without permission and/or supervision from staff. Event staff will adjust lighting on request.

Childcare: For events with children present, renters must provide childcare providers (a minimum of two) who are 18 years of age or older. **Each provider must be identified on the rental contract.** The renter may be required to provide UUCE with proof of liability insurance.

Smoking: Smoking is not permitted in any part of the church building or on church grounds, which includes the breezeway, patio, and playground. In addition, smoking is not permitted within 10 feet of any entrance to the building.

Fire Regulations: Renters must observe all city fire regulations while using the building. Set ups must not block emergency exits, including doorways in the Sanctuary. Renters are not permitted to move furniture into any position that blocks egress.

Financial Responsibility: Any damage to church property sustained during an event by anyone involved—guest or participant—is the **sole responsibility of the renter, who will be billed for any damages, loss, additional services, and/or overtime use fees following the event.** Please remove all of your items immediately following your function. The church is not responsible for items left behind.

Hold Harmless Agreement: Rental applicants agree to accept full responsibility to hold the UUCE harmless, to defend UUCE against all claims, and to indemnify UUCE for all fees, costs, and damages incurred for any loss or injury to person(s) or property on UUCE's premises or elsewhere arising out of being on UUCE premises or resulting from

the sale, transfer, or use of intoxicating beverages by anyone associated in any way with this event.

Liability Insurance: Rentals with 50 or more guests, serving alcohol, performing exercise classes, yoga, or dance groups are required to show proof of liability insurance in the amount of at least one million (\$1,000,000) dollars naming the Unitarian Universalist Church in Eugene as additionally insured. Many companies that provide home insurance, will add a single day event liability. You can also contact a company like www.theeventhelper.com for low-cost single day liability insurance for your event. *Other groups, depending on intended use, may also be required to provide event insurance.*

Personal Liability: Once a rental agreement has been signed, the renting group assumes all responsibility for personal liability, damage to the church and conduct of the group members during and/or resulting from the group's activities. You will be billed for any damages, loss, additional services and/or overtime use fees after the event.

Event Promotion: All posters, fliers, announcements and advertising for your event must include a contact phone number from your organization, NOT the church office number. Mail for your organization must NOT be sent to the church address. Marketing and advertising materials may be hung, with permission from Rental Administrator, on the Community bulletin board near the East entrance. UUCE will not promote outside events via the Church website, calendar, social media or email lists unless explicitly stated by the Rental Administrator.

Environmentally Friendly Practices: To help make our community a healthier place to live and work, UUCE supports and encourages environmentally friendly practices. These include using the dinnerware provided in our kitchen as an alternative to plastic ware and paper products; purchasing materials that are recyclable and/or made of recycled content; reducing and recycling waste; and selecting vendors, caterers and suppliers who are willing to meet waste minimization goals.

Animals: No animals, except for service animals as defined by the Americans with Disabilities Act, are permitted in the building unless authorized by the Rental Administrator.

Noise: Noise must always be kept within acceptable limits so as not to disturb our neighbors, conestoga hut residents, or other renters in the building. A city ordinance forbids excessive noise after 10:00pm. All renters with events ending after 10:00 p.m. are required to sign a UUCE Noise Policy Agreement.

Emergencies: In the event of an emergency, phone numbers are posted in the kitchen. There are also fire extinguishers in the Social Hall and Kitchen.

Weather: In case of inclement weather (ice, snow, flooding) confer with the Rental Administrator to determine if the event can proceed safely as scheduled.

ALCOHOL POLICY

General Policy: Alcohol in the form of beer, wine, cider, or champagne (**no liquor**) may be served with prior approval from the Rental Administrator, **at events where all attendees will be 21 years of age or older**. A non-alcoholic alternative must always be provided.

Limited exceptions may be made for community partner organizations.

Alcohol may not be served at All Ages Events.

If alcohol is served at an event without approval verified on the contract, the event will be shut down immediately.

Requirements to serve alcohol if approved:

1. Renter must show proof of insurance in the amount of at least one million dollars (\$1,000,000). (See Liability Insurance). Policy must include a “host liquor liability” clause.
2. The “bar area” must be staffed with two (2) or more servers/bartenders with [OLCC Servers Permits](#). Copies of licenses must be presented to the Rental Administrator within the timeline outlined on the Rental Contract, and available on request during the event. The bar must be attended at all times. Self-service is not allowed.
 - a. If you will be **providing** the alcohol—i.e., not selling, charging, selling tickets or accepting donations for the event or alcohol at the event no additional liquor license is needed.
 - b. If you are **selling, charging** or **receiving donations** for your event and/or alcohol, then renter (“the host”) must provide a Temporary OLCC Sales License for the event.
 - i. Obtaining a temporary license in Eugene takes about two weeks. Both the City of Eugene and the local OLCC office (located in the Atrium building at 10th & Olive) must approve the application. Each agency also charges a license fee. To obtain an OLCC Temporary Sales License application form, [click here for more information](#) or call: 1-800-452-6522

Other Policies Regarding Alcohol at Private Rentals:

1. No one representing the church will handle alcoholic beverages unless they are emptying unauthorized beverages.
2. **Alcohol service will be terminated 30 minutes before your reception or event ends.**
3. In keeping with OLCC Guidelines, at least two different substantial snack foods must be made available in sufficient quantities to provide at least one serving for each person at the event. OLCC examples of substantial snack foods are sandwiches, meats, pizza, soup, fruits, and vegetables. Foods not considered

substantial are sweets, cake, chips, and nuts. Cheese and crackers alone are not considered substantial.

RENTAL FEES

Booking Fee: Unless otherwise stated, a \$50 booking fee is required at the time of contract signing to hold the space for your event. **Your event will be scheduled on the calendar only after the fee is paid.**

1. Recurring rentals must pay their first month's fee before being scheduled on the calendar.

Refundable Deposit: Depending on the nature of the event (i.e. alcohol service or substantial room modification), and at the discretion of the Rental Administrator, a refundable deposit may be required. If required, the deposit is due 14 days before your event. Events serving alcohol will be charged a deposit of \$500. Events without alcohol service will be charged \$350. This refundable deposit will be used to cover time overages, excessive cleaning or other fees as applicable. An itemized list of charges, if any, will be sent to you in writing within 7 days of your event. The full or remainder of your deposit will be returned within 14 business days.

Payment Due Date: All fees must be paid in full by the date/s listed on the UUCE Rental Contract unless otherwise approved. Recurring rentals must pay by the first (1st) of each month with a five (5) day grace period. Payments received after the grace period will result in a \$25 late fee. Accounts with a balance more than 30 days past due will incur monthly interest at a rate of 1.5%. Any event that has not paid the full balance within 48 hours of the event, and has not contacted the Rental Administrator, is subject to their event being canceled with no portion of paid balances returned.

Set-up/Clean-up of Space: Rental fees are based on the period from event set-up through event clean-up. The renter is responsible for honoring the beginning (set-up) and ending (clean-up) times specified in the rental agreement. Renter may request extra set-up time the day before or after an event per the approval of the Rental Administrator and with an extra fee.

Custodial Assistance: Unless otherwise stated, all events require custodial support with a minimum fee of \$25. More complex and/or larger events will incur a higher custodial charge and may be required to one or more UUCE custodian or representative present for the entirety of the event (at the discretion of the Rental Administrator).

1. Custodial fees for larger events will be \$25/hr per custodian on site.
2. If the custodian is required to work additional hours because of clean-up or other special circumstances, the cost of that service will be added to the total at a rate of \$25/hr.

Sound System: Any use of the church's sound system requires a sound system fee plus hiring a trained sound tech at a rate of \$30/hr. Renters are not allowed in the sound booth or to operate the sound board. Renter should list all details of their AV needs and the Rental Administrator will determine sound tech coverage. Unauthorized use will result in forfeiture of the entire refundable damage deposit.

Audio/Visual Equipment: For a flat fee of \$25 each, UUCE can provide:

1. A flat screen TV with HDMI capabilities to plug directly into a laptop.
2. A Facebook Portal, which one can use to join a Zoom meeting on a large screen TV.

Late Change Fees: UUCE staff, members, and committees plan their schedules around calendared events. As such, once your contract is signed, changing your event date, time or adding a significant amount of setup *with less than fourteen (14) days before* the event will incur a \$25 fee each time that a change is made.

1. Additionally, all set-up requests must be received by the Rental Administrator at least 14 days prior to your event to allow the custodian to plan accordingly. Set-ups received less than 14 days before an event may result in a \$25 fee.

Discounts: UUCE members who have been financial contributors to the church for at least one (1) year prior to the reservation AND have signed the membership book, may hold their wedding, funeral, or naming ceremony free of charge. **These major life events are the only events for which UUCE does not apply any fees for custodial or AV support.**

- For all other events, UUCE members receive a 50% discount.
- Non-profit organizations receive a discount of 50%.

Support Groups: All support/recovery groups sanctioned by a larger organization such as Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, etc., shall be charged a total of \$15 per session to hold weekly meetings of no longer than 2 hours.

Sponsorships: Occasionally the Minister or an official church program/committee may sponsor a non-church event and offer the space for free or at a discount.

1. Professional staff fees, such as custodian and/or sound tech, will not be waived unless specifically stated.
2. The work of any outside organization that is sponsored must be in alignment with the values and mission of the Unitarian Universalist Church in Eugene and should directly benefit members of the church community, either by providing opportunities for church members and/or staff to participate or by donating a portion of proceeds to the church program or committee fund.
3. Any request for sponsorship must be made to the Rental Administrator AFTER a rental quote is received and must include:
 - a. A brief description of how the event matches or furthers the church, program or committee purpose.

- b. A specific dollar or percentage amount requested (this should coordinate with total room cost as stated on the contract).
 - c. Appropriate contact information.
4. Events relying on 100% sponsorship of church space will not have their event scheduled on the calendar until the request has been approved and professional staff fees are received.

CANCELLATION AND REFUND POLICIES

Cancellations and Refund Schedule: If you need to cancel your event for any reason, please notify the Rental Administrator as soon as possible. You will be refunded a percentage of the space deposit according to the following schedule:

| Notice Given | % Refund |
|-----------------|--------------------------------------|
| 90 days or more | 100% (minus \$50 administrative fee) |
| 60-89 days | 75% (minus \$50 administrative fee) |
| 30-59 days | 50% (minus \$50 administrative fee) |
| 16-29 days | 25% (minus \$50 administrative fee) |
| 1-15 days | 0% |

The refund will be mailed to the renter in approximately 30 business days from the cancellation notice date. Renter is responsible for communicating with the rental administrator and providing an appropriate mailing address upon cancellation.