



Unitarian Universalist
Congregation of Binghamton

Space Use Application

Contact Name: _____ Group: _____

Address: _____

Phone: _____ Email: _____

Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Number of Attendees Expected: _____

Room(s) Requested: _____

Charge for Rooms: _____

Additional Fees: _____

Total Charged: _____ Notes: _____

Reservations/Fees

- All reservations must be made using a UUCB Space Use Application and Agreement.
- The UUCB facilities can be used at no charge or a reduced fee by congregation members for a private function
- A **custodial fee of \$100** will be charged on all private events with 50 or more attendees.
- A **resource manager fee of \$75** for non-member events which require the use of the kitchen and/or any audio/visual equipment.
- UUCB reserves the right to relocate any reservation to appropriate alternative locations if needed for UUCB sponsored or fee-paying events.
- Any non-profit organization who intends to meet regularly at UUCB and whose mission aligns with UU principles, can use space at no charge for 2 meetings. Regular fees will be charged for the third and subsequent meetings.

Sponsorships

- An official UUCB program or committee may *sponsor* a non-profit, non-church *free* event for use of our church space. In this case, there will be no charge for the space.
- The work of the outside organization that is sponsored must align with the sponsoring committee's purpose and mission, and a UUCB member must be active in the group.
- Any request for sponsorship must be made by the program or committee representative and submitted to the Office Administrator.
- For security purposes, a member of the sponsoring program or committee must be on site for the duration of the meeting or event.
- If there is a fee charged to attend the event, or if the event is being held as a fundraiser for the organization, regular space usage fees will apply.

SPACE USE AGREEMENT:

- Please use only the areas/rooms that are agreed to in this contract.
- We are a certified Green Sanctuary and appreciate if you do not use disposable dishes and flatware, especially Styrofoam or disposable plastic.
- Decorations must be put up with painters' tape only so that the walls are not damaged. All decorations and equipment must be broken down and removed following the event.
- If alcohol will be served, please review and sign the UUCB Alcohol Policy/Agreement
- Permission and training must be given before using audio/visual and kitchen equipment.
- No SMOKING of any kind is allowed on UUCB property.
- No FOOD OR BEVERAGES are allowed in the sanctuary or the chapel.
- **Please clean-up before you leave.** The kitchen must be cleaned if you use it. There is a cleaning checklist posted on the refrigerator – please take all garbage to the dumpster in the back parking lot and place recyclables in the yellow bins in the kitchen. Cleaning supplies, vacuum cleaner, brooms and mops are located in the janitorial closet next to the drinking fountain.
- You are responsible for set-up and take-down of all tables and chairs used. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Online streaming services may occasionally be available for your event for an extra fee.
- A resource manager may be required for your event and will have an extra fee
- Extra cleaning may be required after your event and will have an extra fee
- The Office Administrator will discuss all fees with you before your event is scheduled.
- The UUCB Board of Trustees will have the final approval for all events over 50 people
- All personal and group property are to be removed from the UUCB premises at the end of the event unless other prior arrangements have been made with the Office Administrator or Resource Manager. Any personal or group property left on the UUCB premises shall be at your own risk.
- Children must be supervised at all times.
- Please lock doors, close windows, and turn off lights when you leave.
- Please check- in with the resource manager before you leave the building
- UUCB reserves the right to cancel or change this agreement at any time due to emergency activities and needs.

I have read and agree to abide by the terms and conditions of this agreement. Any infraction of this agreement may result in denial of further use of the UUCB premises, and/or cancellation of this contract.

Applicant Signature: _____ Date: _____

Office Administrator _____ Date: _____

UUCB Space Use Policy

1. The Building Use Committee is responsible for establishing and updating procedures, consistent with this policy, for the use and rental of UUCB property. These procedures will address such matters as building use fees and services, space use agreements, waivers of fees.
- 2.. The UUCB Board will approve the execution and renewal of long-term space use agreements, that is, for leases involving the use of church facilities on a regular basis for a month or longer.
3. The highest priority is for UUCB events such as worship services, Religious Education classes, congregational meetings, and workshops. The need for income-generating building use should be recognized. Requests by members and friends for a wedding, memorial service, or other rite of passage should be accommodated if possible.
4. Whether connected to UUCB or not, any individual, group, or organization wishing to use UUCB buildings or grounds for non-church events or meetings must complete a space use agreement. The office administrator will place each event on the church calendar, to ensure no space is double-booked.
5. Members and their immediate families may arrange to use the buildings and grounds for a wedding, memorial service, or other rite of passage without paying a fee. Friends of the church must pay the standard fee for such events; if they have made a financial contribution of record at least six months preceding the event, the fee will be waived. Members, friends, and other users of the space are all responsible for set-up and clean-up of the events they schedule.
6. It is in UUCB's interest to support good works by other organizations in our wider community that are aligned with our values and mission. One of the ways we can offer this support is by allowing the use of our space without requiring a rental fee, with the approval of the Minister or the Board.
7. The Minister or the Board may choose to discontinue any space use agreement should the renter's goals or conduct violate or undermine UUCB's values, principles, mission, or covenant.
8. The Minister has first right of refusal as officiant for all rites of passage, including outside space usage. To ensure that UUCB's values are upheld in our own pulpit, the Minister must approve any officiant (whether ordained or lay) for any service of worship on church property.
9. No one is allowed to spend the night in the UUCB building or on UUCB property without prior approval of the Minister or President of the Board.
10. If alcohol is to be consumed on the UUCB property, the UUCB alcohol policy must be followed.

Building Use Contacts

Office Administrator

Karen Manzer

Minister

Rev. Douglas Taylor

Resource Managers

Tracy Hollands
Ron Clupper
Karen Manzer

Kitchen Team

Janice Lewis
Chris Niskanen
Jeff Deacon
Kathleen Cooke

Property Committee

Custodian

Rebecca Rayne

Unitarian Universalist Congregation of Binghamton
Building Use Fee Schedule

<u>Space</u>	<u>Description</u>	<u>Member Fee</u> <u>(up to 3 hrs)</u>	<u>Member each</u> <u>additional hour</u>	<u>Non-</u> <u>Member</u> <u>Fee</u> (up to 3 hrs)	<u>Non-</u> <u>Member</u> <u>each</u> <u>additional</u> <u>hour</u>
Meeting room	<i>Tables, chairs, sofa Accommodates up to 20</i>	<i>waived</i>	<i>waived</i>	<i>\$60</i>	<i>\$30</i>
Library	<i>Table and chairs Accommodates 6-8</i>	<i>waived</i>	<i>waived</i>	<i>\$40</i>	<i>\$20</i>
Social Hall	<i>Tables and chairs opt. carpeting Accommodates 90</i>	<i>\$100</i>	<i>\$40</i>	<i>\$250</i>	<i>\$125</i>
Kitchen/Café	<i>Range, convection oven, dishwasher, large stainless steel workspace Tables and chairs Accommodates 10-15</i>	<i>\$100</i>	<i>\$40</i>	<i>\$250</i>	<i>\$125</i>

Chapel	<i>Chairs, carpeting, accommodates 30</i>	<i>\$200</i>	<i>\$80</i>	<i>\$350</i>	<i>\$175</i>
Sanctuary	<i>Fabric covered chairs, small elevated stage-area, sound system, screen accommodates 150</i>	<i>\$300</i>	<i>\$100</i>	<i>\$450</i>	<i>\$225</i>
Wedding Package*	<i>Includes 4 hour use of sanctuary, chapel, meeting room and one additional rehearsal day</i>	<i>\$300</i>	<i>\$100</i>	<i>\$700</i>	<i>No additional fee</i>
Resource Manager**	<i>On-site to assist with event, audio/visual, kitchen, open/close building</i>	<i>waived</i>	<i>waived</i>	<i>\$75</i>	<i>\$40</i>
Use of Sound System in Sanctuary***	<i>Full sanctuary professional sound system</i>	<i>waived</i>	<i>waived</i>	<i>\$50</i>	<i>\$25</i>
Online streaming services***	<i>Ability to stream online using Zoom (must be discussed with Stream Team one month in advance)</i>	<i>waived</i>	<i>waived</i>	<i>\$150</i>	<i>\$75</i>
Custodial fee****	<i>extra cleaning for events over 50 people</i>	<i>waived</i>	<i>waived</i>	<i>\$100</i>	<i>\$50</i>

