



Unitarian Universalist
Congregation of Binghamton

Facilities Use Application And Agreement

Contact Name: _____ Group: _____

Address: _____

Phone: _____ Email: _____

Event Name: _____

Date of Event: _____ Time: _____ Number of Attendees Expected: _____

Room(s) Requested: _____

Charge for Rooms: _____

Additional Fees: _____

Total Charged: _____

Notes: _____

How did you find out about our facilities: _____

FACILITY USE AGREEMENT:

- Please use only the areas/rooms that are agreed to in this contract.
- We are a certified Green Sanctuary and would appreciate it if you do not use disposable dishes and flatware, especially Styrofoam.
- Decorations must be put up with painter's tape only so that the walls are not damaged. All decorations and equipment must be removed following the event.
- If alcohol is provided at an event, it must be used and served in accordance with New York State Law and UUCB's Alcohol Use policy.
- No SMOKING of any kind is allowed on UUCB property.
- No FOOD OR BEVERAGES are allowed in the sanctuary or chapel without approval.
- **Please clean up before you leave.** The kitchen must be cleaned if you use it. There is a cleaning checklist posted on the refrigerator. All the garbage is to be taken to the dumpster in the back parking lot and recyclables are to be placed 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.
- All personal and group property is 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.
- Online streaming services may occasionally be available for your event for an extra fee and scheduled at least one month in advance.
- 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.
- 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: _____ Date: _____

Approved by Unitarian Universalist Congregation of Binghamton

Office Administrator _____ Date: _____

Upon signing this agreement, you may receive a code for the door keypad that you can use for your event. Please do not share this code with anyone,

Key Code _____

Helpful Contact Information

Karen Armstrong Office Administrator (607) 754-7197 (cell)

Rebecca Rayne Custodian (607) 312-0598 (cell)

Carl Cohen	Congregant	(607) 353-2275 (cell)
Ron Clupper	Congregant	(607) 727-8516 (cell)



Facilities Use Policy

Approvals and Process

- 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, and waivers of fees.
- The UUCB Board of Trustees will have final approval for all events over 50 people.
- 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.
- 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.
- 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 Facilities Use Application. The Office Administrator will place each event on the church calendar, to ensure no space is double-booked.
- 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 through our "Outside Organization Sponsorship" program as described below.
- 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.
- 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.
- 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.

Reservations/Fees

- The UUCB facilities can be used at no charge by congregation members for congregation related functions, events and meetings.
- UUCB facilities can be used at no charge by congregation members and friends of the congregation who have made a financial contribution of record at least six months preceding the event for personal non-congregational related functions. However,

providing an additional donation to the congregation based on the hours and space being used would be appreciated.

- A **custodial fee of \$75** will be charged on all private events with 55 or more attendees including those for UUCB members.
- A **resource manager fee of \$75** will be charged 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.

Outside Organization Sponsorships

- An official UUCB program or committee may *sponsor* a non-profit, non-congregational event for use of our congregation facilities.
- UUCB facilities can be used at no charge for a sponsored event if there is no fee charged to attend the event, and the event is not being held as a fundraiser for the outside organization. However, a donation from the outside organization based on the hours and space being used is appreciated. If a fee is charged to attend the event or if the event is a fundraiser for the outside organization, then regular facilities use fees will apply.
- The work of the outside organization that is sponsored must align with the sponsoring committee's purpose and mission.
- Any request for sponsorship must be made by the program or committee representative 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.
- A **custodial fee of \$75** will be charged on all private events with 55 or more attendees.
- A **resource manager fee of \$75** will be charged for sponsored events which require the use of the kitchen and/or any audio/visual equipment unless trained UUCB member volunteers are specifically identified.

Wedding Package

- The wedding package fee includes one additional use of the sanctuary for a rehearsal, 2 classrooms to use as dressing rooms, a resource manager, and custodial services at no extra charge.
- Wedding facilities use fees for the Sanctuary do not include payment to the officiating minister, which is negotiated separately.
- All weddings in our space are officiated by our minister or by another officiant approved by our minister.

Memorial Service Package

- The memorial service package fee includes one additional use of the sanctuary for a rehearsal, 2 classrooms to use for private space for family members, a resource manager, and custodial services at no extra charge.
- Memorial Service facilities use fees for the Sanctuary do not include payment to the officiating minister, which is negotiated separately.
- All memorial services in our space are officiated by our minister or by another officiant approved by our minister.

Publicity

- Any publicity, internal or external, must list the sponsoring organization.
- Groups not affiliated with UUCB may not indicate that they are sponsored by UUCB unless official sponsorship has been established.

- Only UUCB classes and events may be publicized in our newsletters, orders of service and pulpit announcements unless they are officially sponsored by UUCB.

Liability

- Upon approval to use UUCB facilities, outside groups may be required to submit a \$1,000,000 general liability insurance rider naming the Unitarian Universalist Congregation of Binghamton as additionally insured on their liability policy.
- UUCB may decline a reservation if the event proposed creates an unreasonable liability risk to the congregation.



Facilities Use Fees

Room (up to 3 hrs.)	Accommodations	UUCB Members/ Sponsored Organizations	Each Additional Hour	Non- Member	Each Additional Hour
Classroom	<i>Tables, chairs Accommodates up to 20</i>	Donation	Donation	\$60	\$30
Rainbow Room	<i>Tables, chairs, sofa Accommodates up to 20</i>	Donation	Donation	\$60	\$30
Library	<i>Table and chairs Accommodates 6-8</i>	Donation	Donation	\$40	\$20
Chapel	<i>Piano, chairs, carpeting, Accommodates 30</i>	Donation	Donation	\$200	\$100
Kitchen/Cafe	<i>Range, convection oven, dishwasher, large stainless-steel workspace, Tables and chairs Accommodates 10-15</i>	Donation	Donation	\$250	\$125
Social Hall	<i>Tables and chairs optional, carpeting Accommodates 90</i>	Donation	Donation	\$250	\$125
Sanctuary	<i>Fabric covered chairs, small elevated stage-area, sound system, screen Accommodates 150</i>	Donation	Donation	\$400	\$200
Wedding/Memorial Service Package	<i>3 hr. use of sanctuary, chapel, meeting rooms, and 1 rehearsal</i>	Donation	Donation	\$600	\$300
Resource Manager Fee of \$75 will be charged for any private event using the kitchen (non-member only) or AV equipment (includes members unless a trained volunteer is identified). All fees must be paid directly to UUCB.					
Custodial Fee for any private event with 55 or more attendees is \$75. Members must pay this fee. All fees must be paid directly to UUCB.					
Events/Meetings that meet at least monthly during the church year are eligible for a discount of 40%.					
Online Streaming Services- Ability to stream from the sanctuary using Zoom may be available. Must be discussed with the Stream Team one month in advance. \$150 for up to 3 hrs., \$75 each additional hour. All fees must be paid directly to UUCB.					