

Unitarian-Universalist Society of River Falls

Building Use and Rental Policy

Passed by the Board on October 5, 2005. Effective October 5, 2005.

Questions? Contact Don Leake, Building Use Coordinator, at (715) 425-7358 or don.leake@sbcglobal.net

Priority of Use	<p>1. UUSRf functions “UUSRf functions” mean those functions directly sponsored by UUSRf. These have priority over all other functions and are not subject to the policies herein.</p> <p>2. Member sponsored functions “Member sponsored functions” generally mean private, family, and social functions in which the member participates and is the “responsible person.” All other uses are non-member functions.</p> <p>3. Non-member sponsored functions “Non-member functions” include use by groups or individuals not directly affiliated with UUSRf; outside groups of which a UUSRf member happens to be a participant; and any for-profit activities—whether by a member or non-member.</p>
Request for Use	<p>Request for building use shall be made by filling out a request form and providing it to the building use coordinator. Areas of the building available for use separately or in combination, are:</p> <p>1. Sanctuary (which includes the crying room and entry); 2. Classroom; 3. Kitchen; 4. Main Building (which includes all of the preceding); and 5. Annex . Larger events, such as weddings, will require rental of the entire main building. Rental is calculated on whole-hour increments between the hours of 8:00 a.m. to 11:00 p.m., unless otherwise agreed.</p>
Scheduling	<p>The building use coordinator is responsible for maintaining a building use schedule and will coordinate scheduling requests. Building use cannot be scheduled more than 9 months in advance. Wednesdays and Sundays are presumptively reserved for UUSRf sponsored functions.</p>
Deposit/Payment	<p>A non-refundable deposit equal to 25% of the anticipated rental fee must be paid to schedule use. The rental fee must be paid in full no less than 72 hours prior to use.</p>
Fees	<p>Member sponsored activities: No fee.</p> <p>Non-Member sponsored activities: Main Building – \$60/hr Sanctuary – \$40/hr Classroom - \$10/hr Kitchen - \$20/hr Annex - \$15/hr</p>
Cancellation Policy	<p>If scheduled use is cancelled by Requestor less than 72 hours before the scheduled time, 50% of the rental fee will be forfeited. While UUSRf will do everything possible to avoid our canceling scheduled building use, we reserve the right to cancel any scheduled use without prior notice. If UUSRf cancels a scheduled use, all monies paid will be refunded.</p>

Clean up/Damage Deposit	A refundable deposit of 50% of the rental fee or \$50.00, whichever is more, must be paid at the time the rental fee is due. This will be returned to the "responsible person" if the use area is returned in a clean and undamaged condition.
Fee Waiver or Reduction	Upon request, the Board may, in its sole discretion, waive or reduce any fee or damage/clean-up deposit required under this policy. We encourage non-profit community service organizations to apply for waiver or reduction of fees. Considerations for waiver or reduction include, among other things, community service work, justice work, and other uses consistent with UUSRF principles and mission.
Responsible party	All building use, whether member or non-member sponsored, requires a "responsible person" who will be on site at the time of the building use. This person must provide an address and phone number prior to use. This person is responsible for enforcing and complying with all building use policies, as well as the cost of any clean-up or damages caused by persons in his/her group.
On-Site Representative	All non-member use also requires the on-site presence of a designated site representative, unless waived by the Board. A site representative will be provided at no charge if the main building is rented. Is this a UUSRF person they must pay for?
Maximum Occupancy	The maximum number of persons allowed in each of the building use areas is as follows: Sanctuary: 150; Classroom: 10; Kitchen: 20; Annex: 30.
Liability Waiver	Each "responsible person" must sign a liability waiver on behalf of their group. Please note that our insurance is limited and that in some circumstances a certificate of insurance may be required.
Additional Use Policies	-No smoking in the building. -No law violations.