



Unitarian Universalist Church of Roanoke
2015 Grandin Road, SW, Roanoke, VA 24015
540.342.8888

Facility Use Policy & Procedure

1) Policy & Procedure

This policy and procedure applies to all persons (members, friends, primary contact/renter, etc.) requesting to use a space (room, parking lot, etc.) under the authority and/or auspices of UUCR.

Staff are not required to complete a Facility Use Agreement if the space usage is in line with their required duties.

2) Terms

The following terms are used in this document.

- a) A/V Representative – individual designated by the A/V Lead Volunteer to act on behalf of the Lead Volunteer/Team Members.
- b) Active Members – a UUCR Member who currently attends services, volunteers, or provides financial support to UUCR.
- c) Designee – individual designated by a person is authority to act on behalf of that authority figure.
- d) Friends – a non-member who currently attends services, volunteers, or provides financial support to UUCR.
- e) Lead Volunteer – individual who serves as the leader of a group or team of volunteers who work on behalf of UUCR.
- f) Primary Contact/Renter – person who is responsible for signing the Facility Use Agreement and agrees to all rules, regulations, and requirements; and is financially responsible for costs and charges.

3) Eligibility

- a) Everyone requesting the use of a UUCR room must complete the appropriate Facility Use Agreement. Any Primary Contact/Renter or group must be aligned with the church's mission and values.
- b) The church reserves the right to approve or deny any booking request based on content, purpose, and alignment with the church's values.



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- c) When a request is made regarding using any room(s) at UUCR the following methodology is used to determine which room is needed and the cost.

4) Room Determination & Cost

- a) Determine what kind of organization – both function (Dance or music group, Red Cross, Support Groups, UUCR) and type – (non-profit, support, commercial, etc.) or if an individual or UUCR member wants to use the facility and for how long.
- b) Find the appropriate line on the Facility Use Fee Schedule (attached).
- c) Determine what Room(s) is needed. Both meeting room and kitchen. Kitchen usage is a separate charge unless it is just coffee, tea, and soft drinks. Linens for tables are also a separate charge as the linens must be cleaned.
- d) Determine the amount of time needed including set-up and break-down/cleanup.
- e) Determine rate based on type of organization – Standard, NPO/Community, UUCR Member, Support Group, etc.
- f) Discounts may be given based on the financial situation of the Primary Contact/Renter at the discretion of the Administrator or Church Staff.
- g) Note that Members do not pay to use a room. They do pay for some items listed as additional charges in the Fee Schedule.

5) Policies and Procedures for Use

Every person using a room at UUCR must agree to the following:

- a) Payment must be received prior to the event.
- b) The Unitarian Universalist Church of Roanoke (UUCR) encourages members, friends, and community groups to use space in the church (including parking lots) when it is not being used for church activities. All facility use must be booked through the Administrator, regardless of an individual's access to the building or role in the church. Events and groups with Facilities Use Agreements take priority. UUCR reserves the right to refuse access to facilities. The organization will indemnify the church against any damage or injury that may occur caused by any person involved with or attending said event (before and after) on the UUCR property.
- c) Negative Impact: The nature of events must not have any negative impact on the neighborhood. All events must comply with federal, state, and local laws and regulations. All events must be in harmony with Unitarian Universalist values and beliefs.



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- d) Set-Up: Requests to set up tables, chairs, re-arrange current set-up, etc. will result in a separate fee of at least \$150 (\$25 per hour with a minimum of 3 hours and 2 individuals) required to set up or break down the arrangement. Groups may be invoiced for set-up/clean-up fees if the room is not sufficiently cleaned, and chairs/tables returned to their original places.
- e) Clean Up: Groups are responsible for all clean up. It is the group's responsibility to leave the space as it is found, including taking out garbage to the outside containers that will not fit in the facility garbage can and all food garbage that could generate a smell or attract vermin.
- f) Keys: Any Primary Contact/Renter that has been issued a key shall lock all doors, turn off designated lights, and ensure all participants have left the premises safely. Failure to do so may result in denial of future rentals. Keys must be returned within 5 days unless otherwise arranged. A \$25 deposit is required for each key. This amount will be returned to the Primary Contact/Renter if the key is returned. If the key(s) is not returned, a replacement fee of \$25 will be assessed to the Primary Contact/Renter.
- g) Emergency Evacuation: The group assumes all responsibility for emergency evacuation. There are signs in each room advising evacuation routes. A safety orientation will be provided upon request.
- h) Damage: The flags and benches outside, podium, art, pianos, and audio/visual equipment other than the portable PA system are not to be moved at any time. Additional Charges and replacement costs will be incurred in the event of any damage.
- i) Alcohol: Groups serving alcohol must not keep any alcohol on premises before or after events. A banquet license may be obtained from the Virginia Alcoholic Beverage Commission (VA-ABC) and must be strictly adhered to. UUCR assumes no responsibility for supervision, administration, or consequences related to a group's banquet license and/or distribution and use of alcohol.
- j) Lighted candles (for indoor use only) must be directly supervised by an adult at all times. Any other use of fire, smoke, or combustible material is not allowed on the premises. This includes personal vaping and smoking of any kind.
- k) Items on Walls: Use of poster putty or blue painter's tape is advised for hanging items on walls - no holes may be made in the walls.
- l) Event Items: May not be stored at UUCR without obtaining permission from the Administrator. Storage space is at a minimum so your event items may be moved as needed.
- m) Kitchen Use:



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- i) All dishes shall be cleaned at the end of the event. They may be loaded into the dishwasher and started prior to leaving the building or hand washed and left to dry.
- ii) Absolutely no frying.
- iii) Groups must provide their own disposable dishes, utensils, serving ware, and drinkware. UUCR disposables may not be used.
- n) Groups may only use their own food, ice, and beverages – food, ice, and beverages already on the premises are not to be consumed by the group. One exception is the coffee service, only when booked according to the Facility Use Agreement.
- o) Parking Lots are considered as part of the facility and are under the same policies and procedures as outlined in this document.
- p) Cancellation Policy: If an event must be cancelled, notify the Administrator at least seven (7) days prior to the event. All deposits are non-refundable after seven days (except for key deposit). If the event is cancelled due to inclement weather, groups may reschedule the event with the Administrator or choose to receive a refund of the deposit, minus fees for any services already provided.
- q) Additional Policies & Procedures: Additional policies and procedures or event-specific guidelines will be provided to the group in writing by a representative of UUCR.
- r) Food Truck Policies and Procedures
 - i) The Food Truck will park in the Parking Lot according to the time specified above with a 30-minute window before/after.
 - ii) The truck may park in the UUCR parking lot only if requested for an UUCR event or as part of an approved organization's event.
 - iii) The organization renting the UUCR property will indemnify UUCR against any damage that may occur caused by any food truck during the time said food truck is on UUCR property.

6) Musicians

- a) Use of UUCR Musicians (pianist, soloist, music group) for any event must have the approval of the Director of Music. This includes both UUCR and non-church events (i.e. memorial services, weddings, special events, etc.)
- b) A copy of the Facility Use Agreement is provided to the Director of Music as a request for services.



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- c) It is the responsibility of the Primary Contact/Renter to contact the Director of Music to arrange the details of the event within 72 hours of signing the agreement.
- d) The Director of Music or designee is responsible for setting up, operating, and dismantling all musical equipment required for the event.
 - i) The Director or designee will provide on-site technical support during the event to ensure smooth operation.
 - ii) The Director or designee will handle all maintenance and ensure that the equipment is in proper working order before and after the event.
- e) Payment for the pianist, soloist, or music group is determined between the Director of Music and the Primary Contact/Renter based on the amounts displayed in the list.
 - i) Payment is made directly from the Primary Contact/Renter to the Director and/or other members of the music division. This amount is separate from the room rental.
 - ii) Pre-payment may be determined at the discretion of the Director of Music.

7) Audio/Visual

- a) Use of UUCR A/V equipment for any event must have the approval of the Lead Volunteer for A/V. This includes both UUCR and non-church events (i.e. memorial services, weddings, special events, etc.)
- b) If this also includes Music, the Director of Music is copied and has final authority for decisions regarding usage of A/V and Music equipment.
- c) A copy of the Facility Use Agreement is provided to the Lead Volunteer as a request for services.
- d) The Lead Volunteer determines who is responsible for handling the event. This person is the A/V Representative.
- e) The A/V Representative is responsible for setting up, operating, and dismantling all A/V equipment required for the event.
 - i) The A/V Representative will provide on-site technical support during the event to ensure smooth operation.
 - ii) The A/V Representative will handle all maintenance and ensure that the equipment is in proper working order before and after the event.
- f) Payment for the AV equipment is determined between the A/V Representative and the Primary Contact/Renter based on the list.



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- i) Payment is made directly from the Primary Contact/Renter to the A/V Representative. This amount is separate from the room rental.
- ii) Pre-payment may be determined at the discretion of the A/V Representative.

8) Damage

Any damage or injury to any equipment, structure, or person due to misuse or negligence by the Primary Contact/Renter or participants is the responsibility of the Primary Contact/Renter. Repair or replacement costs may be deducted from the Security Deposit or billed separately.

9) Heating/Air Conditioning

The Air Conditioning may not be set below _____. Fans may be used in any room but must be returned to the room where it was located.

The Heating may not be set above _____. Space heaters may only be used in the Fellowship Hall and must be monitored by an adult.

10) Church Priority

Church services and events take priority over external bookings.

11) Schedule/Agreement

Offer to email the Facility Use Agreement to any inquirer. Or they may come by between 10:00 a.m. and 2:00 p.m. Monday-Friday to pick up a copy.

12) Calendars

- a) If the Primary Contact/Renter agrees to the rate, etc., put the information on the electronic calendar (Outlook) as "Rental and name". Include the name of the Primary Contact/Renter in the Notes and all other pertinent information. Include set up and tear down times on the electronic calendar with notes for the actual time.
- b) On the hard copy calendar (paper), list specific information for room reservations. If it is open to UUCR members, enter all pertinent information on the hard copy Calendar, Weekly Update, and Monthly Newsletter.

13) Agreement

- a) The Primary Contact/Renter or representative must sign and complete the Facility Use Agreement as soon as possible and, if possible, at least two weeks prior to usage. Exceptions are made for memorial services.



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- b) After the Facility Use Agreement is signed, copies are given to the Renter, Minister, and other parties as needed (Kitchen, Coffee, A/V, or Music).

14) Date of Origin and Revision:

Date of Origin: 18 October 2024

Revision Dates: 20 November 2024

15) Approvals:

Team Leader/Committee Chair: _____

Minister: _____

Board of Directors, Chair: _____



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Contacts

A/V: Betsy Biesenbach, 540.314.1948 or beezinbox@aol.com

Administrator: Susan Cousins, 540.342.8888 or admin@uuroanoke.org

Coffee Service: Trina Scott, 540.986.5977 or trinascott@gmail.com

Kitchen: Mary Harshfield, 540.309.8277 or mary.harsh803@gmail.com

Minister: Reverend Jen Rattensperger, 443.626.4688 or revjen@uuroanoke.org

Musicians: Kerry Morgiewicz, 540.355.8311 or kmorgiewicz@uuroanoke.org