

**Volume**

**3b**

UNITARIAN UNIVERSALISTS OF SANTA FE  
UU Santa Fe Manual

Policies: Facilities

Version 2.0

Approved by Board of Trustees July 28, 2021

## Revision History

Date	Version	Comments
February 16, 2011	1.0	Initial version approved by Board of Trustees
May 30, 2013	1.0	Relabeled as Volume 3b. No other changes
July 28, 2021	2.0	Revised insurance requirements for renters, clarified rates to charge for congregants holding private events, and updated the key policy.

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## Purpose

Facilities policies are intended to support the activities of the Community, generate income and support good works in the community.

## Scope

The facilities policy refers to use of the Community's building, by congregational groups, individual members and community groups.

## Definitions

**Congregational Group.** A team or committee with representation on the Program Council; or a group meeting on a regular basis, the majority of whose active participants are members or contributing friends of this Community, shall be considered *congregational groups*.

**Co-Sponsored Group.** An organization with a formal co-sponsorship relationship to the Social Justice Team or the Board of Trustees shall be considered a *co-sponsored group*.

## Building Use Policies

### *General*

- All building use by members and non-members must be scheduled with the rental coordinator. Once reserved, a room may be reassigned to another user only for a congregational function and with the approval of the minister.
- To ensure that space will be available for congregational purposes, members must reserve, **all** the rooms they want to use. Committees are encouraged to arrange their meeting dates and room requests as far in advance as possible.
- Committees with regular meeting dates should schedule them for the whole fiscal year (July 1-June 30) in advance. The rental coordinator, when reserving space for a committee, should ask if this will be a recurring meeting and remind the committee representative to reserve as soon as possible.
- Renters, whether Community members or not, must reserve space as explained above, file an application and sign a rental contract.
- All events must be over by 10 pm unless approved by the Minister.
- **All users** of the building shall leave the spaces they use clean and the space, equipment and furniture in the condition and location in which they were found. Clear aisles to exits must always be kept open in all spaces.

- **Foyer and bathrooms** are shared by all users of the building. Requests for use of the foyer for anything other than access shall be made on the application. If at the time reservation or application is made foyer space is available, permission may be given to set up tables for the distribution of literature, signing-in, ticket sales and serving of light snacks.

## ***Specific Space and Amenity Considerations***

### **Fellowship Hall**

The Fellowship Hall is not available on Sundays until 2 pm to allow time for after church functions. Users of Fellowship Hall shall restrict their food and drink activities to the use of the kitchenette in Fellowship Hall.

### **Kitchen**

**Note that UU Santa Fe does not have a commercial kitchen.** Full use of the kitchen equipment is restricted to congregation activities.

### **Use by Congregants**

Congregants using areas of the building other than Fellowship Hall may use the kitchen subject to the restrictions listed below. Use of the kitchen must be requested on the application.

- Use, serve, consume and clean up only their own food and drinks. (This includes salt, sweetener, cream and the like.)
- **All food brought in must be removed.**
- Trash is to be placed in garbage bags and deposited in the dumpster.
- Regular recycling is to be placed in the City recycling bin adjacent to the dumpster; glass should be left in the container in the kitchen.
- Clean garbage bags are to be placed in the trashcans.
- The kitchen is to be left clean and in the condition in which it was found.

### **Renter Use of the Kitchen**

- Use the kitchen to make coffee or tea only and/or to serve snacks and soft drinks.
- Catered food may be brought in and must be removed at the end of the rental.
- Do not use the stoves or the dishwashers.
- Use, serve, consume and clean up only their own food and drinks. (This includes coffee, salt, sweetener, cream and the like.)
- Trash is to be placed in garbage bags and deposited in the dumpster and clean garbage bags placed in the trashcans.
- Recycling is to be placed in the City recycling bin.
- Provide napkins, plates, cups and utensils to be used.

- Leave the kitchen clean and in the condition in which it was found.

### **Fogelson Hall**

Fogelson Hall may not be rented on Sunday before 2 pm to allow time for after church functions.

### **The Steinway Piano**

The Steinway piano may be rented for practice or soloists' rehearsals in the amount defined in the "Rental pricing information sheet" if and only if, the hall has not been rented to another party. Group rehearsals must rent the hall as well as the piano. Those renting the piano must agree to the conditions set forth in the Rental Agreement.

The Music Director may provide music for weddings, memorials and funerals for both members and non-members and will be reimbursed for doing so. No piano rental charges will be assessed in these instances.

### **Sound and Video Systems**

A podium mike is available to all Fogelson Hall users at no charge and may be turned on with a switch near the equipment cabinet.

Access to the AV area in the rear of Fogelson is not permitted. Additional capability may be available if arranged with the rental coordinator at the time of contract.

### **Other**

Chairs, lamps and tables shall not be moved from room to room without prior permission. Renters have a right to expect that furnishings and equipment normally in rooms will be there.

## ***Rental Agreements and Rates***

### **Rental Agreements**

The rental coordinator works with each renter to complete the Facilities Rental Agreement and Reservation, which specifies clearly which spaces are being rented, dates and times, charges for the space rental and additional services, etc. The agreement is signed by the renter and rental coordinator. The rental deposit is collected at this time. A copy of the contract is given to the renter.

Copies of the rental agreements shall be maintained for 7 years.

The Facilities Rental Agreement and Reservation is to be reviewed every two years in conjunction with the rate review.

## **Building Rental Rates**

Building rental rates for short-term rentals are established by the Board of Trustees upon recommendation by the Facilities Committee and Financial Teams. Rental rates are to be reviewed every two years.

There are two fee-based rental rate schedules: (a) Regular rates and (b) Discounted rates. Both are shown on the current rate schedule.

Groups eligible for the discounted rate include:

- Approved non-profit organizations whose objectives are considered in alignment with our values.
- Sanctioned 12-step groups.
- Not for profit groups cosponsored either by the Social Justice Council or the Board of Trustees. The chair of the Social Justice Council may recommend waiving the fee, based on a reciprocity agreement with the cosponsored group or financial hardship for the group. If the fee waived, the sponsor must be present at the event.

No admission fees may be charged when renting at the discounted rate.

The Rental Coordinator applies these rates in individual rentals and may seek assistance from the Facilities Committee and Minister. The Facilities Committee may refer particularly difficult decisions to the Executive Committee of the Board of Trustees.

Current rental rates may be found in the “Rental pricing information sheet” and must include adequate time needed for setup and cleanup. Additional time will be charged at an hourly rate for each additional hour or fraction thereof. Each user is responsible for cleaning the space used and for replacing all furniture and other items and leaving the space in the condition in which it was found.

## **Eligibility for Reduced or No Fees**

Space may be used without charge by:

- Teams and committees represented on the Program Council.
- Congregational groups. Membership in the groups shall be reviewed yearly in July to see if the current composition of the group continues to meet the above criteria.
- The Minister may adjust or waive rental fees in special situations and shall report these adjustments and waivers to the Facilities Committee.
- There is no fee for memorial services for members.
- Congregants may rent any space for private events at the reduced fee rate specified in the current rate schedule.

## Rental Deposits

A deposit in the amount defined in the current rate schedule must be given to the rental coordinator before using the space as a damage, key return and cleaning guarantee. The deposit will be returned promptly if the space is left in satisfactory condition and key returned. A portion of the deposit may be used for any cleaning required.

## Indemnification and Insurance Requirements for Renters

The Community's general liability insurance policy covers claims brought by outside parties against congregational employees, volunteers and groups.

All renters must indemnify UU Santa Fe from any liability for loss, damage or injury to any property, person or persons occurring in or upon the property of UU Santa Fe that arises from or in connection with the specific rental.

Unless waived, all renters must also submit to UU Santa Fe a certificate of general liability insurance naming UU Santa Fe as an additional insured. Waivers to this requirement may be granted by the Executive Committee.

## Rental Services

**Sexton.** All rentals involving 25 or more participants must include the services of an on-site sexton in their rental contracts. If a sexton is unavailable, the space cannot be rented.

**Audiovisual support.** AV technicians may be available to handle the sound equipment during rentals; this may include sound recording. This service must be included in the rental contract.

**Video Recording.** A videographer may be available to record events during rentals. This service must be included in the rental contract.

## Long-Term Rental Contracts

On occasion, opportunities arise for a long-term rental agreement (defined as a duration of one month or longer using a significant amount of space). Each of these contracts is developed individually but all must include the following components:

- The Minister, rental coordinator, Facilities Committee, VP for Finance and Board of Trustees have input into the contract development process and must agree to the final contract.
- The long-term renter should be an organization whose purposes are compatible with UU values.
- The contract must be explicit about spaces being rented, fees, use of building amenities, services provided (if any) and process for reviewing and amending the agreement.
- The long-term renter must provide documentation of liability insurance.



- Contract length is typically two years but may vary based on need.

## **Policies on Program Content**

### ***Eligibility to Use Facilities***

UU Santa Fe will make its facilities available to members of the Community, congregational groups, co-sponsored organizations and other organizations whose objectives are not antithetical with our principles.

### ***Political Candidates***

During a political campaign season (from candidate registration deadline through election day), a political candidate or officeholder (or their representative) may speak at the Unitarian Universalists of Santa Fe functions only if all other candidates for that office (or their representatives) have been invited in a fair and timely way to speak at the same function. Candidate forums or debates are encouraged. Speakers on nonpartisan ballot issues are exempted from this policy if they are not themselves seeking office. They must be informed of this policy as it relates to representing political candidates.

## **Arts and Aesthetics Policies**

The northern corridor in the foyer is the designated display area for art.

Any redecorating/major change in the placement of objects must be approved by the Facilities Committee to assure coordination with other committees/teams that might be affected.

## **Responsibility for Grounds Procedures**

The Facilities Committee is responsible for policy and procedures relating to the grounds; no other information pertaining to the grounds is contained in this document.

## **Other Building Related Policies**

### ***Church Furniture and Equipment***

Church furniture and equipment may not be taken for individual use.

### ***Keys***

Keys shall be provided on an as-needed basis only. A key assignment list shall be maintained by the Rental Coordinator and reviewed annually.

Issuance of a key may be included in a rental contract; keys must be returned at the end of the rental period. If a key is not returned, a lost key fee may be assessed.

UU Santa Fe members and friends may be issued keys. Such individuals are contacted annually and asked if a key is still needed; if not, they are asked to return it. If the key is not returned, a lost key fee should be assessed.