

## Section 400 – Building Use and Rental

*Second Revision Approved by the Board of Trustees, April 2016*

*Third Revision Approve by the Board of Trustees, March 2020*

### 1. Intent:

Use of the Beacon building, grounds, furnishings and equipment [referred to as “property”] should promote and/or support the Vision and Mission of Beacon. Following, **in order of priority**, are the categories of users.

**Beacon-Sponsored Events** – scheduled by the Minister, Board of Trustees, or Committees [referred to as Beacon Leadership] for events related to the on-going business of Beacon. It is the responsibility of Beacon Leadership to schedule all space and time requirements on the Beacon calendar through the Office Manager.

**Member-Sponsored Events** (Member as defined in the Membership policy) – events of interest/benefit to members, friends, and/or the larger community. The Board of Trustees will determine the terms and any financial arrangement that may be part of the use agreement. A Building Use Agreement must be completed, and the required damage deposit(s) paid at the time the agreement is finalized.

**Affinity Group Events** (Community groups whose purpose and activities are in alignment with UU values as stated in the Seven Principles of Unitarian Universalism and have been approved by the Minister) – events of interest to members, friends, and/or the larger community. The Board of Trustees will determine the terms and any financial arrangement that may be part of the use agreement. A Building Use Agreement must be completed, and the required deposit(s) paid at the time the agreement is finalized.

**Rentals** (Members or Outside Individuals or Groups who rent space within the property for personal or public use) – Must be in alignment with UU values as stated in the Seven Principles of Unitarian Universalism and be approved by the Minister. A Building Use Agreement must be completed, and the required deposit(s) and rental fees paid at the time the agreement is finalized.

### 2. Authority and Decision Making:

The Office Manager, with approval from the Minister, has the authority to complete rental agreements and schedule the parts of the facility listed in the addendum to the rental agreement for Member and Non-member rentals at the currently approved rental rates.

Scheduling space by any category of user will be done through the Office Manager on a first come, first served basis. The Office Manager shall enter all events on the Beacon calendar to include set-up and clean-up time, the specific rooms reserved, and any special instructions.

Reviewed at least Annually

Policy Manual last updated by the Board on June 26, 2019

The application for Member Sponsored Events and use by Affinity Groups will be reviewed by an ad hoc committee of the Board. The ad hoc committee will make recommendations to the Board regarding the terms and conditions of building use by such individuals or groups, which may or may not include a rental fee. The final decision regarding usage and fees rests with the Board.

An “application for use” means the completed use agreement minus the signatures that would finalize the agreement and without payment of fees or deposits until the time of finalization.

On-going use agreements will terminate after one year, pending review and any adjustments deemed necessary before a new agreement is signed. The ad hoc committee will review building use records annually and recommend changes to the policy or rental fee structure to the Board. The Board has final decision-making authority regarding policy and fee structure.

### **3. General Guidelines**

#### **Article 1:**

The building is available at no charge for member weddings and memorial services officiated by the Minister. It may also be rented at approved rates for non-member weddings or memorial services or other rites of passage with approval of the Minister. Rates for Ministerial Services are separate and not included in property use agreements.

#### **Article 2:**

All individuals or groups who use the facility, other than Beacon Leadership, must sign a waiver holding Beacon harmless in the event of any accidents or other occurrences during their use of the facility. Any accidents, emergencies, or occurrences of damage to the facility must be reported immediately to the Beacon contact person(s) indicated on the use agreement. The immediate contact will be the Chair of the Building and Grounds Committee with their email address and phone number. In addition, the Office Manager and office email will be listed.

#### **Article 3:**

All individuals or groups who use the facility, other than Beacon Leadership, must pay the rental fee, if there is one, and all required deposits at the time the use agreement is finalized. The deposit amounts are listed in the addendum to the use agreement along with the rental fees. A deposit refund check will be issued to the user after the event when all use conditions have been met.

#### **Article 4:**

If an event is cancelled, the person whose signature is on the use agreement (or their proxy) is responsible for notifying the office manager as soon as possible. Renters must give a minimum of 24-hour notice of cancellation to receive a full refund of rental fees

and deposits. If Beacon cancels an event, regardless of timing, all rental fees and deposits will be refunded.

**Article 5:**

The serving of food and non-alcoholic beverages requires special permission from the Office Manager for rentals and the Board for user groups other than Beacon Leadership. This permission will become part of the use agreement and will require an additional deposit. No food or beverages are to be stored on the property pre-event or left on the property post event.

**Article 6:**

All trash and recyclables generated by the user must be handled in accordance with the use agreement.

**Article 7:**

The serving of alcohol at an event may be permitted with prior approval by the Board, a letter from the insurance agent stating that the user's policy covers them for this situation, and an additional deposit in the amount stated on the addendum to the use agreement. Individuals may not bring personal supplies of alcohol onto the property. The Board will make all final decisions on permission to serve alcohol at an event held on the property.

**Article 8:**

Smoking, federally illegal drugs, and weapons are not allowed on the property. Non-compliance shall result in immediate eviction from the property with no return of rental fees or deposits and forfeiting the privilege of future use of the property.

**Article 9:**

No unsupervised minors (under the age of 18) are allowed on the property. Users must provide childcare in compliance with the childcare policies stated in the Beacon Policies document during any event that allows attendees to bring children who will not be participating in the event itself.

**Article 10:**

Use of Beacon's audio/visual equipment may be arranged through the office manager for rentals and through the Board for other user groups. There will be an additional rental fee and an additional deposit. If said equipment is damaged or destroyed the user will be held responsible for the cost of repair or replacement.

**Article 11:**

Use of the piano may be arranged through the office manager for rentals and the Board for other user groups. The piano may not be moved. There will be an additional rental fee and an additional deposit. If the piano is damaged or destroyed, the user will be held responsible for the cost of repair or replacement.

**Article 12:**

Parking is permitted only on public streets. Facility users must make sure event attendees do not block any driveways or alleys. All parking must be in compliance with city ordinances.

**Article 13:**

All on-going property use agreements will be reviewed annually by an ad hoc committee of the Board. The ad hoc committee will recommend changes to the Board for final approval.

**Article 14:**

Rental fees for Members and Non-Members are listed in a separate document as an addendum to the Property Use Agreement.