

# All Souls Unitarian Universalist Congregation Building Use Policy

**Purpose:** To provide guidelines for use of All Souls UU Congregation facilities.

**Policy:** Facilities at All Souls Congregation are available to members of the church for non-church related activities and to the general public at the congregation's convenience. Requests for facilities use should be made through the Office Administrator. The use of facilities should never interfere, conflict, or adversely reflect upon the congregation's primary mission as a place of worship, religious education, fellowship, and community outreach. Fundraising for non-profit organizations will be allowed. Except for the audio equipment in the Huntington St. Chapel and Unity Hall, building use does not include the use of electronic equipment, such as telephones, fax, computers, copy machines, television, VCR or educational equipment. Members of All Souls UU Congregation ("All Souls") are eligible for a 50% discount on building use donations. The use of the All Souls facilities for rites of passage such as child dedications, weddings, and memorial services are free to members of All Souls Unitarian Universalist Congregation.

## Facilities Use Guidelines:

### Huntington Street

Chapel  
Classrooms  
Kitchen  
Community Room

### Jay Street

Unity Hall  
Classrooms  
Library

Non-traditional or unusual building use requests, as determined by the Office Administrator, must be reviewed by the Minister and the Executive Committee for impact on the facilities and for possible conflict with the congregation's mission and reputation.

## Procedure:

1. Requests for building use are directed to the Office Administrator at least 30 days in advance of the event date. The Office Administrator will check the calendar for availability and provide the necessary Building Use Agreement forms and suggested donations. Prospective building users shall be advised that the Huntington Street building is not handicap-accessible and all facilities are smoke free.

2. Upon completion of the Building Use Agreement, the Office Administrator will collect the donations and security deposits, in accordance with the attached Building Use Policy and reserve the space on the calendar. The Office Administrator has authority to deviate from the schedule to accommodate requests that are not specifically listed on the schedule. One (1) copy of the agreement is for the building user and the original copy shall be kept on file by the Office Administrator. The Office Administrator will turn all monies collected over to the Bookkeeper for deposit.
3. When the use of the Huntington Street organ is requested, an approved organist is required. The Office Administrator shall provide names of organists known to the church, or the building user may provide a name of an organist they may wish to use. The organist is subject to All Souls' approval (organist or choir director). The choir director or organist shall be contacted for approval of any unknown organist.
4. After the event, the space will be inspected for damage and cleanliness, as will the equipment and furniture used. In the event there is damage to the facilities or missing equipment, the Facilities Team will provide an estimate of the repair or replacement cost to the Office Administrator and the Bookkeeper. The cost of repairs or replacement of equipment will be the responsibility of the building user. The Office Administrator shall contact the building user and request payment for the damage. If payment or return of equipment is not forthcoming within 10 days of notification, the Office Administrator will turn the matter over to the Executive Committee for resolution.
5. The Minister may waive fees as s/he deems appropriate i.e.: for non-profit organizations with values and commitments that reflect our own. A payment plan may be arranged by contacting the Office Administrator.

Suggested donations as of July 12, 2012:

Please note that we are happy to receive half and then work out a schedule for the payment of the remainder to be paid within 60 days.

Building Use Deposits are due and payable at the time of signing the Agreement.

**Key Host:** \$25./hr (2 hour minimum); key deposit of \$5.00

**Huntington Street:**

Chapel \$125.00/hr.

Community Room \$50.00/hr.

Community Room with kitchen \$100.00/hr.

Kitchen only \$75.00/hr.

Classroom \$25.00/hr.

**Jay Street:**

Unity Hall \$200 flat fee for rites of passage (Fees for Minister, musicians and key host are separate.)  
\$100/hr for meetings, recitals, etc. Please note that for Unity Hall, there is an additional \$100 chair removal/resetting deposit and the fee itself is due one week prior to the event. The \$100 deposit will be returned if the Lessee removes and resets the chairs.

Classrooms & Library \$25.00/hr.

**Minister Fees as of July 12, 2012:**

**Please note that these fees do not apply to members and that children/grandchildren of members are charged half price for weddings.**

**Memorials: \$200**

**Weddings: \$400**

**Musician Fees are \$125.00/per event.**

**Notes:**

- A. Insurance: Lessee agrees to provide public liability coverage with a limit of \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate, for Bodily Injury and Property Damage, with the All Souls Unitarian Universalist Congregation of New London and Dime Bank named as an Additional Insured. A certificate of insurance shall be provided to All Souls upon request. In the lieu of the coverage, lessee may sign a liability and user's indemnity form, which may be obtained from the Office Administrator.
- B. Inquiries about building use are routed to the Office Administrator.
- C. Long term leases can be arranged with the Executive Committee's approval.
- D. Building Use deposits are due and payable at the time of signing agreement. Balance due one week prior to event.
- E. Payment schedule for series use will be arranged with the Office Administrator.