

Building and Grounds Use Guidelines of the Olympia Unitarian Universalist Congregation

Thank you for your request to use the facilities of the Olympia Unitarian Universalist Congregation (OUUC).

Required Paperwork and Information

Before an event can be placed on the calendar we must receive the following no later than two weeks before the event:

- A signed Building and Grounds Use Agreement.
- A signed Release and Indemnity Agreement Form.
- A Certificate of Liability Insurance.
- Fees, pursuant to the Fee Schedule.
- An onsite logistics meeting (for first-time renters).

Fees for Building and Grounds Usage

Please see the fee schedule below. Be sure to review the Schedule of impact fees following the table of basic fees.

Type A	Receptions and Special Events.
Type B	Civic and service activities, including interest groups, service clubs, fraternal organizations, etc.
Type C	Educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or sponsorship by a church committee. Member wedding and memorial services.

ROOM	Type A	Type B	Type C
Sanctuary	\$200	\$100	\$0
Commons	\$100	\$50	\$0
Kitchen	\$50	\$25	\$0
Nursery 1	\$50	\$50	\$0
Classroom 2	\$30	\$30	\$0
Classroom 3	\$50	\$50	\$0
Classroom 4	\$50	\$50	\$0
Classroom 5	\$50	\$50	\$0
Classroom 6	\$30	\$30	\$0

Fees are based on one segment of time (Morning, Afternoon, or Evening). Please contact the Church Administrator regarding fees for extended use or overnight stays.

Members of the congregation are not charged rental fees for personal use of church facilities for life passage events (weddings, memorials, etc). Members hosting events for non-congregational groups will be charged room use and impact fees.

Charges for non-profits may be reduced or waived if a church group is willing to provide sponsorship and sponsorship is approved by the Accountable Persons Team. Groups whose charges have been waived will be required to pay any necessary impact fees. For fee waiver consideration, please contact the Church Administrator for a Request for Waiver of Fees Form.

Impact Fees*

	0-20 people	21-99 people	100+ people
Minimal Set Up	\$10	\$25	\$50
Substantial Set Up	\$20	\$50	\$100

* Impact fees are charged at the discretion of the Church Administrator, taking into account factors such as staff support, setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may exceed the amounts shown above.

Guidelines – Building Users Agree to the Following:

Breakage

Anyone using our facilities is expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. Building users shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment that, in the judgment of the Church Administrator, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Room Set Ups

A standard room set up has been designated for all rooms. The Church Administrator will provide all groups with diagram of this standard for the rooms they are interested in using. Any set up changes requested by the user group are subject to approval by the Church Administrator and are considered in the calculation of Impact Fees. All equipment and furniture must be returned to their original locations.

Piano Use

There is an additional fee of \$50 to use the piano. The piano cannot be moved except by permission from the Church Administrator.

Sanctuary Sound System

The sanctuary sound/video system is available by request. The system may be operated by church technicians at a cost of \$75 per event or by technicians pre-approved by the Church Administrator. Since the church is in a residential neighborhood, music must be kept to a moderate level. No speakers are allowed outside the building.

Smoking

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.

Alcohol

Alcoholic beverages may be consumed in moderation but may not be sold on the premises. Alternatives to alcoholic beverages must be displayed and available. Those wishing to serve alcohol are required to obtain a liquor permit and pay a \$500 refundable deposit. Alcohol service must end one full hour before the scheduled end of the event. It is the event representative’s responsibility to insure that no one under the age of 21 receives alcohol and that no guest becomes intoxicated.

Supervision of Children and Youth

This church has adopted a Safe Congregations policy for children and youth. All users of the facility are strongly advised to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must have received annual training related to child abuse prevention.
- Any questions regarding this policy should be directed to the Director of Religious Education.
- A copy of the Safe Congregations policy is available in the church office.

Food and Drink

No food or drink except water bottles will be allowed in the Sanctuary. All other food and drink requires approval in advance.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorations are permitted in hallways. All decorations must be removed immediately and completely following the event.

Starting and Ending Times

- Monday through Friday from 9:00 am through 9:00 pm
- Weekends from 9:00 am through 7:00 pm

The building must be completely cleared no later than 9:30 pm on weekdays (or 7:30 pm on weekends) to allow time to close the building promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any facility use by others for its own use when special needs arise, such as memorial services. Notice will be provided as early as possible.

Recycling

Recycling is the policy of the church. Use of recyclable materials is strongly encouraged. Every organization is responsible for complying with this policy. Receptacles for recycling glass, tin, aluminum, and paper are available for your use.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Onsite parking is available on a first-come, first-served basis and excludes certain spots specifically reserved for staff of the church. Parking is also available on the street, where users must obey all legal signs. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Security

OUUC works to maintain a safe and secure environment within its facility, but no systems are foolproof. We ask all users pay close attention to personal property and valuables, and not to leave them unattended. The church is not responsible for theft or damage to personal property.

Emergencies

In case of a fire emergency, evacuate the building. If the alarm is not activated, activate it if possible. Call 911 from a phone to report the emergency. The church address is 2315 Division St NW.