

TAPESTRY, A UNITARIAN UNIVERSALIST CONGREGATION

Title: TAPESTRY BUILDING RENTAL POLICY		
Initial Effective Date:	Revision Dates:	
Date Board Approved Current Revision:	Revision #: 1	Date of this Revision: 3/18/08

POLICY:

This policy provides uniform guidelines for rental of Tapestry's physical space by members and outside groups for purposes other than Congregational use. This policy specifies rental requirements, including costs, cleanup and deposits.

DETAILS AND DISCUSSION

Building Rental Policy

- I. Facilities are rented in four-hour increments only. Discounts may be given for long-term, multiple rentals or single rentals longer than four hours. See the Tapestry Administrator or Minister for more information.

- II. Rental time includes setup and cleanup as defined below.

- III. A refundable deposit is required equal to the rental fee for a one-time rental, or one month's rent for long-term use. The rental fee and deposit must be received by Tapestry prior to use. Rentals booked less than 7 days in advance must be paid with cash, money order or certified (cashier's) check and include the deposit. .

The following table provides applicable rates for each four-hour block of time:

Non-member Rates			
Type of Group	Sanctuary	Classroom	Social Hall
Nonprofit use	\$100	\$25	\$50
For profit use	\$200	\$35	\$75
Member Rates			
Nonprofit use	\$50	\$15	\$35
For profit use	\$150	\$25	\$50

- IV. The rental fee for the sanctuary includes use of the following:
 - a. The sound system, including two wireless and three fixed microphones.
 - b. Headphones for the hearing impaired.
 - c. The piano.

- V. The rental fee for the Social Hall includes the use of the following:
 - a. Coffee pots (but no coffee or other consumables).
 - b. The kitchen sink and refrigerator (but not the use of on-site consumables).

- VI. Additional fees for long-term rentals include the following:
 - a. Carpet cleaning and supplies - \$75 per month
 - b. Storage - \$1 per square foot.
 - c. Key deposit - \$100.

- VII. Rentals do not include use of telephone, copy machine, flip charts or office supplies, candles or fuel or any other items on site unless specifically included, in writing, in the rental agreement.

- VIII. No smoking or chewing gum is allowed in the building. No cigarette butts are allowed outside the entrance or in the parking lot.

Return of Deposit

To receive the full refund on the deposit, facilities must be left in the same condition as they were found, including:

- a. Chairs set up in the same layout as found. A copy of the floor plan will be provided to the renter for reference and is posted in each room.
- b. Chairs in the sanctuary must be interlocked with one another, as required by safety codes
- c. Carpets, coffee pots and other items and surfaces must be clean.
- d. Restrooms must be clean.

Any damages will be fully documented. Costs to restore to the condition prior to rental will be deducted from the deposit.

Deposits will normally be returned upon conclusion of the rental period. If damages have occurred, return of remaining deposit may be delayed up to 30 days while repairs are made.

Right of Refusal

- IX. Tapestry reserves the right to decline rental to any groups or persons whose statements or actions are in conflict with the Unitarian Universalist Principles.

Rental Priority

- X. In case of scheduling conflicts, priority is given to long-term renters. Other conflicts will be resolved by the Tapestry Administrator.

Liability Waiver

- XI. Renters must sign a waiver of liability as part of the rental agreement, holding the renter responsible and Tapestry harmless for any activities, actions or damages that occur in relation to the rental.

Contact Information

- XII. Prospective renters should contact the Tapestry Administrator to make inquiries and reservations.

DEFINITIONS:

N/A

REFERENCES:

N/A