

## **TAPESTRY BUILDING RENTAL POLICY**

**Effective Date: October 9, 2014**

**Date Board Approved Current Revision: October 9, 2014**

### **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**

1. 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 Tapestry Administrator or Minister for more information.
2. Rental time includes setup and cleanup as defined below.
3. 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**

<b>Type of Group</b>	<b>Sanctuary</b>	<b>Classroom</b>
Non-profit use	\$125	\$30
For-profit use	\$250	\$50

#### **Member Rates**

<b>Type of Group</b>	<b>Sanctuary</b>	<b>Classroom</b>
Non-profit use	\$50	\$20
For-profit use	\$200	\$30

4. The rental fee for the sanctuary includes use of the following:
  - The Piano
  - Coffee pots
  - The kitchen sink and refrigerator (but not the use of on-site consumables)
  - Audio visual assistance may be available at additional cost
5. Additional fees for long-term rentals includes the following:
  - Key deposit - \$100
  - Storage - \$1 per square foot.
  - Cleaning and supplies - \$75 per month
6. Rentals do not include the 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.
7. Use of Tapestry wifi must be related directly to the purpose of the rental.
8. 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:

- 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 the sanctuary
- Chairs in the sanctuary must be interlocked with one another, as required by safety codes
- Floors, coffee pots and other items and surfaces must be clean
- 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 21 days while repairs are made.

### **Right of Refusal**

9. Tapestry reserves the right to decline rental to any group or persons whose statements or actions are in conflict with Unitarian Universalist principles.

### **Rental Priority**

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

### **Liability Waiver**

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

### **Contact Information**

12. Prospective renters should contact the Office Administrator to make inquiries and reservations.

### **DEFINITIONS:**

N/A

### **REFERENCES**

N/A