

Unitarian Universalist Church of the Monterey Peninsula  
**BUILDING USE RULES & PROCEDURES**

**SCHEDULING:** All functions must be scheduled through the church office, by completing and submitting a BUILDING RESERVATION form. Priority is given to church and church-related functions (including weddings and memorial services for members and their relatives).

**TYPES OF USE:** Our building is available for use by non-profit groups and community activities, such as: cultural events, private and public meetings, non-partisan political forums and charitable benefits.

Permission to use our building is granted by the Office Administrator as directed by the Board of Trustees or the committee responsible for building use, in accordance with policies set by the Board.

Our building is not available to groups that advocate the use of violence, or discriminate explicitly or implicitly against any race, gender, religion or ethnic group.

**I. GENERAL CONDITIONS OF USE:**

A. The SPONSORING GROUP *must be identified accurately* on the reservation form and prominently featured in *all publicity*.

B. Arrangements for ACCESS to the building must be made with the Office Administrator, well in advance of the event(s), and access information (or responsibility) *must not be shared with other persons*.

C. CHURCH EQUIPMENT, furnishings and supplies may be used only by prior arrangement, and none may be removed from the building. *Special arrangements apply to the use of the church's musical instruments and sound system*.

D. The premises must be VACATED by the time indicated on the reservation form. Please note that the parking lights are preset to the times reserved for evening events, so safety requires that everyone have exited the gate by the indicated closing time.

E. All YOUTH activities must have responsible adult supervision. Names of supervisors (with their addresses and phone numbers) must be specified when reserving.

F. SMOKING is not permitted indoors, and is permitted outdoors only by the front entry, where sand ashtrays are provided. Our forest is highly vulnerable to fire.

G. ALCOHOLIC BEVERAGES are limited to beer and wine, and use must conform to state and local laws. Church policy requires that whenever alcoholic beverages are served on church premises, non-alcoholic beverages must also be provided.

H. ILLEGAL drugs may not be used on the premises; and no conduct or activity is allowed which constitutes a public nuisance or embarrassment to the church.

I. *Please note regarding WEDDINGS:*

- The throwing of rice is not permitted on church premises. (Use instead: wild bird seed.)
- Unless one of our ministers is officiating or there is an ongoing relationship between members of the wedding party and our church, we limit weddings to ceremonies only, or ceremonies with cake and champagne or simple hors d'oeuvres (*not to be served in the sanctuary*).

## II. ADDITIONAL CONDITIONS FOR USE BY OUTSIDE INDIVIDUALS & GROUPS:

- A. The building reservation form must be signed by the person who is financially responsible for the group or event, and the person or group shall be financially liable for the full extent of any damage incurred during use.
- B. The security deposit of 25% of the total building use fee is required to secure the reservation and must be paid at the time the building is reserved. The balance is due and payable seven days prior to the date of the event.
- C. In order to assure maximum opportunity for use of our building and to maintain our commitments with our sexton, cancellations for refund must be made fourteen days prior to the event.
- D. The church reserves the right to withdraw a use commitment if conditions for use are violated, or if, in the judgment of the Board, the group or individual's originally stated purpose appears to be altered, inconsistent or no longer valid.

## III. ADDITIONAL CONDITIONS FOR USE BY MEMBERS:

- A. There will be no charge for the use of the building for religious services (weddings and wedding receptions, child dedication and memorial services) for members and/or their immediate families, except to cover staff time required for such use.
- B. No security deposit will be required of members; however, the waiver of the deposit is not a waiver of liability for any damage incurred in use.
- C. In order for the church to prepare for Sunday services, the building shall be available on **Saturdays after 5:00 PM only for church sponsored events**. Such events shall conclude no later than **10:00 PM**; and groups or committees planning such events shall provide sufficient aid in cleaning and setting up for Sunday morning programming in the spaces used.
- D. Set-up and clean-up for church events are the responsibility of the sponsoring committee or group. Our arrangement with our sexton covers regular building maintenance and care. **OUTSIDE GROUPS** using the building make a special contribution to cover clean-up. **MEMBERS** using the building share in its care by:
- putting away equipment used
  - returning chairs as found (unless you've been requested otherwise)
  - cleaning up spills, wiping tables, picking up litter
  - following **KITCHEN CARE** instructions, as posted in the kitchen
  - recycling cans and glass, and securely bagging excess trash
- E. Please use good and careful judgment in carpeted areas. Treat any spills immediately:  
*LIQUID SPILLS: Lay multiple layers of fabric or paper towel on the area and press down (don't rub or scrub). Continue changing layers until all liquid is absorbed. **Clean rags to use are in the kitchen trash cabinet.***  
*DRY SPILLS: Vacuum immediately before they can be trodden in. (Vacuum cleaner and carpet sweeper are in the entry closet.)*