

Policy Statement on Use of UUCL Facilities

As a service to the community in line with the Unitarian Universalist responsibility for safeguarding the right of free expression and with adherence to the constitutional guarantees of free speech and assembly, the Unitarian Universalist Congregation of the Lowcountry (UUCL) facilities may be rented to any group for any lawful use when available and when such use is consistent with the policies established by the Congregation for building use. It is implicit in the aforementioned that any group renting the facilities is not necessarily endorsed by the Congregation or its members. UUCL encourages members, friends and community groups to use our facilities when they are not being used for regular congregational activities.

The following rules regarding use of space, food, beverage, and cleanup apply to groups renting the church, in addition to all church committees and church functions.

Use of Space

- A group may use only the space assigned in the Rental Agreement.
- Use of the building is only for the specific hours in the Rental Agreement.
- It is expected that the activity will end promptly at the hour stated in the Rental Agreement. Failure to vacate the premises promptly may result in an additional charge and/or loss of meeting privileges in the future.
- Do not remove any equipment from its normal location, unless explicit permission to do so is given *in writing* at the time space is rented (i.e., tables, bookcases, wall hangings, charts, piano or pulpit). If you move chairs, please return them to their original places before you leave.
- No signs may be displayed in the building except for use during your activity. All signs must be hung so they do not damage walls or furnishings.
- UUCL is a smoke-free campus (building and parking lot)
- No UUCL sound or video equipment may be operated by anyone *except a UUCL Sound Crew member*.
- In advertising the event using UUCL facilities, our name and address is only for geographical location and does not imply endorsement of the event, unless advance written permission has been obtained from the Board of Trustees.
- Illegal drugs, firearms, weapons, or flammable chemicals are prohibited on UUCL property. The Congregation reserves the right to call the proper authorities if these policies are violated.
- Users of UUCL facilities are requested to respect our neighbors' rights to privacy, particularly noise levels in the evening. All evening events must conclude by 10:00 PM on week nights (Sunday through Thursday) and 11:00 PM on weekends (Friday and Saturday).
- For the safety and comfort of everyone, the following are not permitted on campus: Fireworks, Glitter, Confetti, Uncooked Rice, Bird Seed and Helium Balloons.

Food, Beverage and Clean-up

- If arranged in advance, refreshments may be served in the foyer, classrooms, and sanctuary. Properly label your food, and do not use food stored in the kitchen, as it belongs to other groups. Kitchen utensils, dishes or flatware, if used, must be cleaned and returned to their proper place.
- Wine, beer, and champagne may not be sold, but may be served. Non-alcoholic beverages may be served and sold. The group or individual user is solely responsible for compliance with laws pertaining to alcoholic beverages and the sobriety of guests. **No hard liquor may be served on the premises.** A Certificate of Liability Insurance Endorsement will be required to serve alcohol by outside groups.
- Clean up and return of the facility to its original condition is the responsibility of the user. Any extra trash or litter, and any signs or items (displayed) must be removed and/or discarded by the group using the bins provided.
- Recycle plastics, glass and aluminum. Recycling bins are located in and near the kitchen. At the end of the event, place all trash and recycling in the appropriate containers outside the exterior door of the kitchen, making sure this kitchen door is securely locked (must pull hard). All items brought into the building must be removed by the scheduled departure time.
- Any applications for overnight use will be referred to the Board of Trustees.
- General behavior: Users will extend full courtesy and consideration to others in the building. Users will be responsible for behavior of their children and shall not leave children unattended or unsupervised. There shall be no deliberate abuse of facilities or equipment, and misuse of facilities may result in withdrawal of permission for future use of facilities.

Contractual Obligations

Signature of the applicant on the “Building Rental Application and Agreement for Third Party Use” OR “Building Use/Rental Application and Agreement for UUCL Members” or, if appropriate, a Long-term Lease, indicates acceptance of the above procedures and building use rules.

Revision Approved by Board: 12.20.18