



A Unitarian Universalist Fellowship

BUILDING USE POLICIES AND PROCEDURES

PURPOSE

The Unitarian Universalist Fellowship of La Crosse and its facilities are available to serve its congregation and the greater community. It is our intention that the Fellowship facilities be used in furtherance of our Mission, Vision, and Covenant. Building use fees are designed to cover or contribute toward the cost incurred in or resulting from the use of the facilities, and include some contribution toward upkeep of the building.

APPLICABILITY

This Building Use Policy is applicable to all users of Fellowship facilities, based on the category of use. The three general categories are:

1. Use for Fellowship events
2. Co-sponsored use, as defined below
3. Use of non-Fellowship events

DEFINITIONS

The following definitions are applicable to this Building Use Policy.

Fellowship Use: Members* of the Fellowship may reserve the facilities at no cost in coordination with other scheduled events for non-commercial use. Such no cost use includes committee and covenant group meetings, events with guests but not open to the public except as approved, small outside groups such as recovery groups or boards, and others as determined appropriate by the Chairperson of the Building and Grounds Committee and/or the Board of Trustees. Completion of the rental application may be required for record and point-of-contact purposes.

Co-Sponsored Use: Persons, groups, or agencies out of the Fellowship may be co-sponsored by the Fellowship or one of its Members for non-commercial use of the building. Rental application is required.

Non-Member Use: Non-commercial use of the building by outside groups without a Fellowship co-sponsor. Rental application is required.

**For the purposes of this document, we define Membership as having signed the Membership book and having made a contribution of record during the previous 12 months. Emeritus Members will have all building use fees waived.*

REGULATIONS GOVERNING BUILDING USE

1. The Congregational Administrator is tasked with the day-to-day administration of any rentals and is the authorized representative, although another authorized representative may be designated by the Congregational Administrator, the Chairperson of the B&GC, or the Board.
2. The user/group and event must align with, and not conflict with, our Mission, Vision, and Covenant. Such determination may be appealed to the Board, in which case the decision is final.
3. Events open to the public may require renters to provide written proof of liability insurance naming this Fellowship as the location of their function and as the named insured prior to holding the event, whether admission is charged or not.
4. Weddings and memorial services of Fellowship Members or their immediate families shall have priority.
5. For most uses and functions, the scheduling of the Fellowship facilities will be coordinated at least two weeks in advance. Scheduling shall be set by the Congregational Administrator on a first-come, first-serve basis, with priority given to Fellowship Use.
6. The facility may be opened and/or closed by a Fellowship's authorized representative or a key may be provided to and recovered from the renter for access.

7. A joint mutual inspection of the rental area by the Fellowship's authorized representative and the renter immediately before and after the rental period is recommended but may be rescheduled for practical considerations.
8. Any fire, medical, or other emergency requiring professional attention shall be called into 911 promptly with subsequent notification to the Fellowship point of contact listed on the rental contract; the safety of people is the primary consideration in the case of evacuation with property being a secondary consideration.
9. Restrooms adjacent to the rental area are available for renter's use as part of the rental.
10. No smoking of any kind is allowed in the building or on the property at any time; no smoking material receptacles are provided and none shall be introduced.
11. There is no alcohol permitted at public events.
12. Rearrangement of furniture and decoration of rooms as well as thermostat settings, clean-up, snow removal, trash removal, window and screen issues, reporting of utility malfunctions, and any other pertinent issues shall be discussed by the Fellowship's authorized representative with the renter prior to the time of rental; emergent matters shall be referred to one or more emergency phone numbers listed at the end of the completed application.
13. Furniture is not to be taken outside of the building and the parking lot and its entrance and exit easements are to be used as designed and shall not be blocked.
14. Our parking lot can only accommodate fifteen vehicles. The apartment building to our south side shares the driveway with us and no one is authorized to park in their portion of the parking lot south of our entrance driveway. We have a sign indicating where our parking lot ends, and you can also tell because our side is the newer pavement. Please share this with everyone who attends your gathering and include it in any invitations for advertising you share. **Vehicles that are parked in the neighboring lot are at risk of being towed** as they

need those spots for their residents. Street parking is available one half block south on Madison St. Additionally, 13th St. and Cameron are options.

15. Coffee Prep Area is available and may require an additional fee. Renting this area gives you access to coffee making supplies, dishes, and sink. The use of the stove and oven is prohibited, and we likely cannot accommodate an event that plans to serve a full meal. You are responsible for cleaning up after the event.

16. The piano is available for an additional fee. The piano is not to be moved unless under the supervision of the Fellowship's authorized representative due to an installed humidifier (liquid could spill on the interior of the piano). Nothing may be placed on the piano.

17. Please respect any other activities in the building that may be simultaneous with rental activity as well as the residential properties and occupants adjacent to this property as we expect them to respect us.

18. If required for building rental, the security deposit can be refunded to the renter once **furniture and furnishings are returned to their pre-event arrangement** and agreed upon conditions of cleanliness are confirmed.

RATES

The rates listed below are based on six or fewer hours of facility use between the hours of 8:00 AM and 10:00 PM. Discounts may be available for long-term rentals and non-profit organizations.

AREA	CAPACITY	COST (Co-Sponsored/Non-Member)
Sanctuary	125	\$50 / \$100
Sanctuary with Piano	125	\$75 / \$150
Conference Room	20	\$25 / \$50
Classroom 1	15	\$25 / \$50

Classroom 2	15	\$25 / \$50
Classroom 3	15	\$25 / \$50
Coffee Prep Area	20	\$25 / \$50

SECURITY DEPOSIT

Single or Multiple Rooms \$100/ \$200

Piano Use \$50/ \$100

The following additional services and equipment may be available:

- Audio-visual equipment use and training
- Musicians

 **UU La Crosse**
A Unitarian Universalist Fellowship

401 West Avenue South, La Crosse, WI 54601-4748
Telephone: 608-796-9993

RENTAL APPLICATION & AGREEMENT

Name of Representative _____

Name of Co-Sponsor if applicable _____

Name of Organization _____

Address _____

Email Address _____

Phone _____ Cell Phone _____

Purpose of Event _____

Number of Persons expected _____ Open to the Public: YES/NO

If the event is open to the public, and a Fellowship gathering, you may need to provide written proof of insurance specifying the Unitarian Universalist Fellowship of La Crosse as the “Named Insured.”

The period of rental is from _____AM/PM to _____AM/PM on

Day of the Week: _____ Month _____ Date _____ Year _____

If you want long term rental please estimate duration: _____

Do you plan to serve food or drink? If yes, please provide details. _____

Do you anticipate moving any tables or chairs for this event? If yes, please provide details.

Fellowship volunteers MAY be available to help you with setting up, cleanup, and greeting guests. These volunteers are NOT guaranteed, but if you would like to discuss this possibility please provide details here: _____

Will you be using any of our AV equipment? YES/NO

Are you requesting to use the piano? YES/NO

Do you have a key to the building? YES/NO

Anything else we should know? _____

Put a checkmark next to the areas (listed below) that you would like to rent.

The following areas of the building are rented to the above named person or organization at the indicated rate (see rate schedule); checks are payable to “Unitarian Universalist Fellowship of La Crosse”; any checks returned for insufficient funds shall incur a \$30 fee:

___ Sanctuary (max. capacity 125)

___ Sanctuary with Piano (max. capacity 125)

___ Conference Room (max. capacity 20)

___ Classroom 1 (max. capacity 15):

___ Classroom 2 (max. capacity 15):

___ Classroom 3 (max. capacity 15):

___ Coffee Prep Area (max. Capacity 20)

Total of All Rental Charges:

Security Deposit:

Piano Security Deposit:

Total Security Deposit:

Total Due:

To Be Completed By Office Admin

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

General Conditions Agreement

It is agreed between _____,
hereinafter referred to as PROPERTY OWNER and
_____, hereinafter referred to as USER, that the
PROPERTY OWNER, shall allow the USER access and the use of the FACILITY as
conditioned and described above, subject to all the policies and procedures of
PROPERTY OWNER.

The undersigned has been given authority to act for and be responsible for the USER
making this application. USER will see that the FACILITY is not misused or abused, that
there is proper adult supervision at all times, that the FACILITY is used in conformity
with all policies and regulations of the PROPERTY OWNER, and that all other terms of
this BUILDING/FACILITY USE AGREEMENT are adhered to and followed.

The undersigned understands and agrees that this BUILDING/FACILITY USE
AGREEMENT does not establish an employer-employee relationship between USER
and PROPERTY OWNER, that the event is neither a conducted event nor a sponsored
event of PROPERTY OWNER. In addition, it is understood that PROPERTY OWNER
will not exercise any physical or other control over the operation of the event other than
those already spelled out in this BUILDING/FACILITY USE AGREEMENT. In addition,
USER understands that PROPERTY OWNER is not providing any supervision by this
agreement.

No Other Promises or Warranties

USER understands that no promises are made otherwise than what is contained in this
agreement, that no warranties have been made that the FACILITY will be adequate for
USER's planned use, and that USER accepts the FACILITY in an AS IS condition.
USER to initial_____.

USER has inspected the facility to be used and has independently determined that it is
suitable and safe for their particular purpose. USER to initial_____.

Express Indemnity

Indemnity Provision

USER agrees to save, indemnify, and keep harmless PROPERTY OWNER against any
and all liability, claims, judgments, or demands, including demands arising from injuries

or death of persons (USER'S guests included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of PROPERTY OWNER. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law. USER to initial_____.

Renter or Organizational Representative

Name:

Signature:

Date:

Phone:

Email:

Emergency Contact Name:

Phone:

To Be Completed By Office Admin

UU La Crosse Authorized Representative (name and position):

Name:

Position:

Signed:

Date:

Phone:

Email:

UU La Crosse Emergency Contact:

Position:

Phone:

Co-Sponsor (if applicable):

Name:

Phone:

Email: