



## **Policies and Procedures for Room Use**

*Approved by Board of Trustees 1/26/04; Revised by Board of Trustees 9/20/12; Revised by Board of Trustees 10/27/2014; Revised by Board of Trustees 9/30/2019*

The following policies and procedures were approved by the Unitarian Universalist Church of Greater Lynn the (“church” or “UUCGL”) Board of Trustees on September 30, 2019. Users of Church rooms agree to read and abide by these policies and procedures. Only the UUCGL Board of Trustees or the UUCGL congregation, in a duly constituted meeting, may make modifications to these policies.

### **Description of Groups/Events**

A **church-sponsored event** shall be any event, meeting, or gathering planned or placed on the church calendar by the UUCGL Board, by a recognized committee, task force, or team of the church; by the ministers; or by staff in furtherance of their duties. Contact the Director of Community Life and Learning for information about our Home Base programs, developed to be programs of the church to include the greater community.

An **outside-group event** shall be any event, meeting, or gathering planned and placed on the church calendar by a group or individual not sponsored by the UUCGL congregation, its ministers or staff, even though church members may be part of the outside group (e.g., school-sponsored seminar, piano recital, or concert where someone from our church is a participant).

A **church member-sponsored outside event** shall be any event, meeting, or gathering planned and placed on the church calendar by a church member but not sponsored by the church itself (e.g., meeting of an outside discussion group organized by a church member or a birthday party for the child of a member).

### **General Rules for all Church Use**

Any outside group or individual or church member wishing to use any portion of the church building for a meeting or gathering not sponsored by the church itself must contact the Administrator at [office@uucgl.org](mailto:office@uucgl.org) to discuss the intended use of the facility, the date and time of the event, room(s) to be used, setup, and the schedule. The Administrator, in consultation with senior staff when appropriate, must approve all requests. If approved, a Room-Use Agreement must be completed and fees paid according to the Fee Schedule.

All groups and events must be in concert with our Unitarian Universalist values. The church reserves the right to decline requests for use of the facility. Outside groups with official policies or practices that are discriminatory will not be allowed to use UUCGL property for their meetings or events.

If approved, the event or meeting will be tentatively placed on the church calendar, but will not be confirmed until three months prior to the event (except for weddings). This is to allow reasonable flexibility to the church community itself to plan activities, and church-sponsored events will have priority over outside group events up until the three-month confirmation date.

All events by an outside group or individual require the use of our sexton. This will be arranged through the Administrator and a fee will be charged according to the Fee Schedule. The sexton will unlock and lock the building, provide the necessary setup, be onsite to oversee the proper use of the facility, and provide clean-up.

**For a church-member sponsored event**, a sexton is not always required, with the approval of the Administrator. If there is no sexton, the member may sign for a key and is responsible for returning all furniture to its original position; depositing all trash and waste in proper waste receptacles; cleaning tables, counters, and sinks; sweeping floors and vacuuming rugs; washing all used dishes and kitchenware and putting them away; turning off all lights; shutting windows; and locking all windows and doors. The space must be left in the condition in which it was found.

- a. Use of the sanctuary and sexton services and will be provided at no cost for funeral and memorial services of members and their immediate family. A sexton fee in accordance with our Fee Schedule will be required for any reception.
- b. Use of the sanctuary will be provided at no cost for weddings of church members; however, there will be a sexton fee required for both the wedding and reception, if any, and a room-use fee for a reception.

## Provisions

- a. **Decorations:** Unless additional hours are reserved and paid for, setup and decorating may begin no more than two hours prior to the start of an event, and only if there is no conflict with another use of the same space. All equipment and decorations must be removed from the premises no later than one hour after an event ends.
- b. **Alcohol:** Parishioners who have been members for at least one year may serve alcohol at private events, according to the limitations and restrictions of the church alcohol use policy. Parishioners are responsible for procuring the Town of Swampscott permit and all associated costs.
- c. **Smoking:** The church prohibits smoking anywhere on the premises within fifty (50) feet of any building.

- d. **Children:** An adult must be assigned to supervise children at all times on the premises and adhere to UUCGL Safe Congregation policies.
- e. **Supplies:** It is expected that each person or group will supply its own paper products, including plates, napkins, and cups; their own coffee, cream, and sugar; and their own tablecloths. Church supplies are not to be used.
- f. **Behavior:** The individual or organization securing the facilities is responsible for the behavior of all attendees.
- g. **Use reserved space only.** The user of the space is responsible for ensuring that only the rooms reserved are used during the event. **DO NOT** use the piano(s) or organ unless you have received specific permission for such use in advance. There is a fee for use of the piano or organ.
- h. **Damages.** Repair of damage to property as determined by the church shall be charged to the user, including loss of key or keycard. The use of nails, thumbtacks, tape, or other such items is not allowed.
- i. **UUCGL held harmless.** The Unitarian Universalist Church of Greater Lynn and its employees and staff shall not be responsible or liable for loss or damages by reason of theft, fire, or other cause.
- j. **Ministers and Musicians:** The Minister of the UUCGL, and, when appropriate, the Director of Music, must approve all clergy and musicians participating in rites of passage services prior to the service. The fee for services of ministers or musicians must be negotiated separately.

## **Policies and Procedures for the Sanctuary**

To protect and preserve the integrity of the sanctuary, the UUCGL has established the following guidelines for sanctuary use:

- The Music Director must approve the use of the piano and/or organ, and any required fees.
- A church employee must handle use of the sound system and other technology and audiovisual services.
- Removal of fixtures and furniture in the sanctuary is **NOT** allowed without the permission of the Administrator.
- Any plan to change the arrangement of the sanctuary must have prior approval of the Minister or Administrator.

## Rooms and Facilities Available

The church's portable tables and chairs may be used in all rooms except the kitchen. All areas on the first floor are handicap accessible. Because the sanctuary is the church's principal place of worship, specific room-use policies and procedures are included below.

- **Sanctuary**: The sanctuary of the UUCGL is a place of worship. In addition, as a liberal religious congregation, the church encourages and supports creative expression. Therefore, the sanctuary has been available to individuals and organizations that wish to present musical recitals and concerts.

The organ and grand piano may be used with permission and may require a fee.

The sanctuary seats approximately 175, with an additional 25 seats possible through the use of folding chairs.

- **Parish Hall**: The Parish Hall is a large open room with a stage and sound system. It can be set up with round tables, rectangular tables, card tables, or theater style. The seating capacity varies with setup, with a maximum of 100.
- **Kitchen**: The kitchen has a center island, double sink, commercial refrigerator, upright freezer, microwave, commercial gas stove with ten burners, two ovens, and a commercial dishwasher. Plates, pans, coffee pots, and utensils stored in the kitchen maybe used, provided they are washed and put back. **Supplies** belonging to the church may NOT be used.
- **Fellowship Room**: The Fellowship Room is principally a meeting room. It has a square table that seats 12, and upholstered seating for seven. Additional chairs may be used. The room has a kitchenette, so light refreshments can be served in this room.
- **Lower Level – Room #10**: This room is a large open room that can be set up with tables and chairs or theater style. Handicap access to this room is by way of an outside walkway up to street level.
- **Classrooms**: There are four classrooms on the main level that can be used set up with tables and chairs for meetings (maximum 12-30 people). The two lower-level classrooms have couches and chairs and can be used for small meetings (maximum 10 people).

## Rates & Fees

- **Payments:** As indicated on the Fee Schedule, the total fee is due upon signing of the Agreement. Checks for the use of the facility should be made payable to “UUCGL”.
- **Sexton Fees:** Fees for sexton services are due at the time of signing. Checks should be made payable directly to the sexton.
- **Cancellation:** The room-use fee will be returned in full if cancellation occurs 30 days or more prior to the event. If cancellation occurs within 30 days of the event, 50% of the Rental Fee will be forfeited to the UUCGL as cancellation fee.
- **Waiver of Fees:** Requests for waivers of building-use fees may be submitted through the Administrator and may be granted by the Administrator or the Minister.
- **Sexton Fees:** Fees for sexton services are due at the time of signing. Checks should be made payable directly to the sexton.

*Approved by Board of Trustees 1/26/04*

*Revised by Board of Trustees 9/20/12*

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