

Guidelines for Building Usage & Expectations

West Shore Unitarian Universalist Church

(As of September 1, 2018)

Priority is given to the ministries and task forces of the church, however, non-members and community organizations whose purpose and philosophy is consistent with the church's mission are welcome.

Use only room(s) assigned unless cleared through the Administrator. Extinguish all lights in room(s) when you leave.

Accept responsibility for all spills, breakage and/or damage to the building. If the custodian is present, please let him know immediately. If the custodian is not present, you will make an attempt to clean up all spills promptly using the cleaning supplies stored in both kitchens. If something is broken or damaged, please leave a note for the Administrator.

Our building has a closed HVAC air filtration system. The temperature within the building has been preset and is electronically controlled. DO NOT open any windows in the building. Should the temperature need to be altered within the room you are using, please contact the custodian for assistance.

All equipment needs (i.e. tables, chairs, easels, dance floor, projector, screen, music stands, etc.) Our custodian will place equipment in the room. For most events, removal of equipment is the responsibility of the church.

Wine and beer may be served at an event. No alcoholic beverages may be served to minors at any time.

If the Baker Hall Kitchen is being used, it MUST be left in the same condition you received it. Tables are to be cleared, dishes washed and put away, counter tops cleared and wiped down, food disgarded or taken with you, and garbage placed in containers.

No food or beverage consumption is permitted in the Sanctuary.

Except for moving the podium(s) from the stage area in the Sanctuary, no other adjustments are to be made. The piano is NOT to be moved unless given special permission by the Administrator.

West Shore can arrange for piano tuning. Requests must be made to the Administrator at least one week prior to the event. It is the responsibility of the renter to assume all costs associated with the tuning and will be billed directly by the company.

This is a smoke free facility. No smoking is allowed anywhere in the building or on the church grounds. Smoking is only permitted in one's own car.

Church supplies and equipment are not to be taken off church premises except by special permission of the Administrator, who may allow such use to church-affiliated groups only.

An adult must be present at all times when youth groups meet in the building.

Reservation is confirmed when the Administrator receives one signed copy of the contract and a deposit. Then and only then will the date be put on the church's our master calendar.

WEST SHORE UNITARIAN UNIVERSALIST CHURCH

Room Usage Fees for Church Members & Outside Renters

(As of September 1, 2015)

All programs related to the church's Task Forces and programs may be use at no charge.

Rooms may be requested for church programs at the time of booking. However, it may be necessary to change room assignments based on other activities scheduled in the church that day.

All room rentals for church members/friends and outside renters are based on a maximum of 4 hours usage; \$25.00 will be charged for each additional hour. Set up and clean up time will include one hour before and after the event.

Pledging members in good standing* are permitted to use building space at a 50% discount of the rental fee for private functions.

A security deposit of \$100 is required for all rentals of \$100 and over. This deposit is over and above rental charges and the check will be returned upon inspection of premises after event. Full payment is due 30 days prior to your event.

Room Rental Fees:

Basic Meeting Room	\$ 35.00
Rotunda Kitchen	\$ 50.00
Courtyard	\$ 50.00
Rotunda	\$ 50.00
Fireside Room	\$100.00
Chapel	\$125.00
Sanctuary	\$300.00
Baker Hall	\$350.00

* To qualify as a "Contributing Member/Friend," there must be a recorded contribution of at least \$100 made prior to the initial contact with the church. In addition, there must be a pledge or payment of at least \$100 for the current year. (WSUUC Board Policy)

For more information, please contact:

Debbie Elliott, Business Administrator
Monday-Friday, 9:30 am to 4:30 pm
440.333.2255 Ext. 100