

General

The Countryside Church UU church building, facilities and grounds are primarily for the use, enjoyment and needs of CCUU membership and staff and secondarily for use by outside parties. Scheduling priority will be given to church-sponsored activities over non-church activities, and by honoring an earlier request over a later one.

Only those activities deemed to have “compatibility” with the covenant of the Church and with the Principles and Purposes of the Unitarian Universalist Association, and deemed to be of low risk to persons and/or property will be permitted to be held in the church building or on church grounds. Determination of compatibility and level of risk will be the responsibility of the Building Use Committee, with oversight by the Finance Committee and the Board of Trustees.

All users of the church building and/or grounds must comply with the “Countryside Church Rules for Building Use” and take all reasonable measures to ensure the security of the building. Users shall be required to leave the building in good condition and will be responsible for clean-up unless a custodial/sexton fee has been paid.

Calendar

A Master Calendar for Building Use will be kept by the Church Administrator in the Church Office. In addition, a Public Calendar of Building Usage will be posted each week on the church notice boards.

Scheduling

All scheduling of building use will take place through the Church Administrator, with compatibility and risk oversight by the Building Use Committee.

Church-wide events for the coming church year will be coordinated through the Program Council and promptly communicated to the Church Administrator. Individual committee/program requests will be handled by the Church Administrator.

All building-use applications by outside parties will be reviewed by the Building Use Committee and, if deemed necessary, by the Finance Committee and/or the Board. Once approved, scheduling will take place through the Church Administrator.

Church-Sponsored activities

Church-sponsored activities are defined as any function to which church members are invited. The building and grounds may be used without charge for church activities sponsored by recognized committees of the church and/or by church staff.

Requests to schedule events other than CCUU committee meetings will be reviewed by the Building Use Committee to assess the risk and “compatibility” of the event. Sponsoring committees will be responsible for oversight of the event and adherence by participants to the “Countryside Church Rules of Building Use.”

Non-Church Activities

When they do not conflict with Church-sponsored activities, events sponsored by individuals (members and non-members) or outside organizations will be considered.

Non-discrimination

Groups or individuals requesting use of Church facilities may not prohibit attendance on the basis of race, sex, creed, social class, age, disability or sexual orientation.

Fees

A Schedule of Usage Fees and other Charges will be available through the Church Office. The Fee Schedule will be determined by the Building Use Committee and will be reviewed annually (or as needed) by the Finance Committee. CCUU members will be charged a reduced fee for building use, as detailed in the Fee Schedule.

Security Deposit

A refundable security deposit will be required for all non-church activities (members and non-members), as detailed in the Rental Agreement. In the event of damage to the building/property or loss/non-return of key(s), costs of repair/replacement/re-keying will be deducted from said deposit before being returned to the renter. If such costs exceed the security deposit, renter will be billed for the excess amount.

The security deposit for term renters will be equal to one month's rent, payable prior to commencement of the term.

Fees for Members or Non-Profit groups

Fees for use by CCUU Members, Not-for-Profit groups or for community or public service activities shall be assessed at one-half of the standard rental rate. These fees may be waived at the discretion of the Board and/or Minister.

Pianos

Pianos may not be used without prior approval. A separate "Piano Fee" will be assessed for the use of the Countryside Church pianos.

Alcoholic beverages

Alcoholic beverages may not be served by Building Users without the permission of the Building Use Committee or the Board. If alcoholic beverages are to be served by a renter in the CCUU building or on the CCUU grounds, the renter shall provide proof of liquor liability insurance at least ten days prior to the rental date. Under no circumstances shall the renter sell alcoholic beverages on church premises.

Special Events/Long-term use

Special Events are defined as those occasional events for which admission tickets are sold or during which there is a sale or auction of goods or services. Proposals to schedule these events will be reviewed by the Building Use Committee and, if approved, will be forwarded to the Finance Committee and the Board for final approval.

Requests for longer-term use or Special Events by outside users require a written proposal, including the name and address of the sponsoring group or individual, a detailed description of the nature of the proposed activity, the number of attendees expected, and fees, if any, to be charged for the event. Longer term use requests will be reviewed by the Building Use Committee, which will assess the request for risk and compatibility. The CCUU Finance Committee and Board of Trustees will determine whether to provide final approval of longer term use requests.

Building Use Rental Agreements

Non-member building users must sign a CCUU Building Use Rental Agreement and pay any required monetary deposit at least 7 days before the scheduled rental. Rental agreements will be drawn up by the Building Use committee and reviewed by the Finance Committee before execution.

Countryside Church Rules for Building Use

Liability

Non-CCUU members using the CCUU building ("Building user") shall hold harmless and indemnify CCUU from and against any and all liability which may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person in connection with the meeting/event.

Damages

Building User will pay for all damages to any property at the CCUU building or grounds resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the renters or its invitees. A security deposit will be required for all non-church use of the building, refundable after the CCUU Administrator/facilitator review.

Restrictions of Use

Other than public access ways, corridors, washrooms, etc, renters shall restrict their use of the building to those rooms and facilities detailed in their Building Use Rental Agreement. Use of rooms or facilities not specified in the Building Use Rental Agreement is not permitted and may result in forfeiture of Building User's' security deposit.

Access to the kitchen will be limited to incidental use (preparation of tea and other appropriate refreshments), unless specifically detailed in the Building Use Rental Agreement.

Facility Conditions

The building, rooms and facilities are to be returned to their original (pre-rental) state after use by the Building User unless a separate custodial arrangement/fee has been paid in advance. Failure to return the facility to its original state will result in forfeiture of the security deposit.

No chairs, tables, musical instruments, furniture or other moveable items or equipment are to be removed within or from any room within the CCUU Building without the express prior approval of the Administrator/Facilitator.

Decorations, displays, or alterations of existing room arrangements require prior approval by the Office Administrator or Event Facilitator. Failure to comply with this requirement may result in the forfeiture of the security deposit.

Pianos may not be used without prior approval. A separate "Piano Fee" will be assessed for the use of the Countryside Church pianos.

Safety

Smoking is not permitted inside the building or on church property at any time.

Firearms (loaded or unloaded) are not permitted on church grounds at any time. Illegal narcotics, drugs or other substances are not permitted on church grounds at any time.

Minors using the facilities must be accompanied by appropriate adult chaperones that shall be responsible for the actions of the minors.

Alcoholic beverages

Alcoholic beverages may not be served by Building Users without the permission of the Building Use Committee or the Board. If alcoholic beverages are to be served at an event, the renter shall provide proof of liquor liability insurance at least ten days prior to the rental date. Under no circumstances shall any renter sell alcoholic beverages on church premises. Alcoholic beverages may not be served to anyone under the state-mandated age limit.

Childcare

If childcare is needed, use of additional and appropriate space for childcare must be reserved in advance. Minors using the facilities must be accompanied and supervised by appropriate adult chaperones who shall be responsible for the actions of the minors.

Supplies

Unless specified in the Building Use Rental Agreement, Renters are expected to provide their own kitchen and other equipment and consumable supplies (paper plates, napkins, plastic utensils, etc.).

If childcare is provided, users must provide their own consumable supplies (diapers, wipes, crayons, paper, etc.)

Storage of Renters' Possessions

No possessions of the renter are to be left in the building unless prior storage arrangement has been made with the Administrator/facilitator. Items left by renters are subject to removal and/or disposal by Countryside Church. Separate storage agreements (with fee) may be made when space is available and after review/approval by the Building Use committee or other Board-designated entity. Storage arrangements may be included as a component of a Building Use Rental Agreement.

CCUU reserves the right to make changes to this policy and these rules at any time.