



**James Reeb Unitarian Universalist Congregation (JRUUC)
2146 E. Johnson Street, Madison WI 53704**

RENTAL POLICY

Objective

- I. The first priority of facility use at JRUUC is to support the congregation in worship services, ceremonies and religious education.
- II. To ensure that the JRUUC building is available for use by JRUUC groups and members, non-profit groups, for profit groups, and individuals and other groups whose mission is consistent with that of JRUUC. Rental information and a building use calendar are available online at JRUUC.org. No scheduling of rentals will be allowed that will conflict with the priorities of the congregation.
- III. To ensure rooms are clean and neat for next use by church or rental groups, and for the protection and preservation of church facilities and assets.
- IV. To ensure the safety of visitors to our facility and to be a responsible neighbor in our community.

Definitions

- I. Renter: an individual/group using a JRUUC space, regardless of paying fees
- II. Non-Profit: organizations which have established goals that are clearly non-profit; public schools; and organizations that support a goal or ministry of JRUUC
- III. Commercial individual/organization: Organization/individual who is clearly for-profit or charges admission/a fee for their event, or otherwise profits from the event; or is hosting a personal event that is not affiliated with JRUUC.
- IV. Member: an individual who has signed the JRUUC membership book
- V. Pledging Friend: an individual who regularly attends JRUUC services and events and makes a regular pledge to JRUUC
- VI. AV Technician: JRUUC volunteer familiar with the AV setup who provides AV training to renters or operates AV equipment during the renter's event and is reimbursed for their time providing those services.

Exceptions To This Policy

Exceptions to this policy, including individual terms of the rental agreement as well as rental rates and security deposits, must be approved by the JRUUC Executive Committee.

Responsible Parties

- I. Board of Trustees: responsible for approving changes to the policy and rental rates.
- II. JRUUC Executive Committee: responsible for approving exceptions to the policy and rental rates that are allowable per currently approved rental policy.
- III. JRUUC Office Administrator: responsible for managing and maintaining records of security deposits, payments, and rental agreements. Responsible for maintaining the building use calendar. Responsible for periodically checking the conditions of the building and reporting any damage or issues caused by renters to the minister. Responsible for issuing keys or the combination to the key lockbox to (and from) all renters.
- IV. JRUUC Minister: responsible for communicating any issues with rentals or requests for exceptions to the policy to the Executive Committee, and needs for repairs to the Building Stewardship Team (BST).

Revisions

This policy (and associated agreements and fees) should be reviewed and revised as needed every 2 years by the JRUUC Board of Trustees.

Facility

JRUUC has the following spaces available for rent. See the rental rates sheet for descriptions and capacity of each space.



- I. Sanctuary
- II. Large Classroom/Multipurpose room
- III. Classroom (Youth Room)
- IV. Library
- V. Small Classroom
- VI. Kitchen
- VII. Nursery

The following spaces are not available for rent without prior authorization from the Board of Trustees under special circumstances:

- I. Staff room
- II. Storage room

Audio Visual Equipment and Training

- I. The sanctuary is equipped with audio visual equipment available for renter use with an additional fee. In order to use the AV equipment, the renter must either have a trained JRUUC volunteer present at the event, or have a member of the renting organization attend a training. The JRUUC AV technician must notify the Office Administrator when the training has been completed. There will be a charge for AV training and an additional security deposit for use of the equipment.
- II. Failure to properly use the AV equipment as described in the training will result in rescinding AV use privileges or termination of the rental contract and/or withholding all or part of the security deposit.
- III. The JRUUC AV technician will be reimbursed at the rate listed in the current fee schedule by JRUUC for their time providing training or operating AV equipment for an event.

Facility Use

- I. Individuals, groups or organizations using the JRUUC rooms and facilities must comply with the building guidelines and all other applicable rules and policies. Failure to comply may result in the loss of security deposit and future facility use privileges. See the rental agreement for the full list of building guidelines.
- II. All renters must complete and sign a **BUILDING USE AGREEMENT**. Copies will be provided to the user with the originals on file at JRUUC.
- III. Short term and Long term use of facilities is defined below under rental terms. Reasonable rules and rates have been established as outlined in the attached rental rates sheet.
- IV. All room reservations, whether for outside rental use or use by JRUUC groups, must be noted on the building use calendar (maintained by the JRUUC Office Administrator).

Rental Terms

- I. See attached sheet for current rates.
- II. All individuals and groups, regardless of their affiliation with JRUUC, must adhere to the building use guidelines outlined in the standard rental agreement.
- III. The following guidelines apply to both one-time events and recurring event rentals:

Group Type	Rental Terms
JRUUC Individual Members and Pledging Friends	<p>Church members/friends celebrating a personal life event (including but not limited to anniversary, birthday, memorial service, wedding or dedication ceremony) will not be charged a rental fee for the time that the JRUUC minister is officiating a ceremony or other dedication.</p> <p>Fees and security deposits for kitchen and sit-down reception space, even in the sanctuary, will be applied. A rental agreement is required.</p> <p>Any ceremony that is officiated by outside clergy must have prior approval by the JRUUC Minister.</p>

	All other events hosted by members/pledging friends for non-personal life events and non-JRUUC affiliated activities are subject to the fee schedule for members and pledging friends. A rental agreement and security deposit is required.
JRUUC-Sponsored Events Open to Public	The event organizers must name a member point person for the event, and notify the office administrator. This person is responsible for making sure the standard building guidelines are followed. No fees will be charged and no rental agreement is required.
Non-Profit Groups	A rental agreement and fees/security deposit at the non-profit rate are required.
Commercial Individuals/Organizations and Non-Member Individuals	A rental agreement and fees/security deposit at the commercial rate are required.

- IV. In some special circumstances, rental fees may be waived or reduced for organizations whose work aligns with the mission of JRUUC. Such waivers and reductions must be approved by the JRUUC Executive Committee. Even if the rental fee is waived or reduced, a signed rental agreement and key agreement (if applicable) is required. In some cases, a security deposit may also be required.
- V. JRUUC committees, teams, small groups and individuals will not be charged a fee or security deposit or required to complete a rental agreement for use of JRUUC facilities for denominational activities or religious education.

Rental Reservations & Deposits

- I. All reservations are made through the Office Administrator. All payments and security deposits by cash or check only (no credit cards).
- II. Approval from the JRUUC Executive Committee is required for any modifications to fee schedule or security deposit.
- III. All renters must complete and sign a Rental Agreement/Building Use Guidelines. Copies shall be provided to the renter with the originals on file at JRUUC.
- IV. All renters, including JRUUC members where applicable, must provide a security deposit in the form of cash or check. The security deposit may not be credited toward room use fees. Security deposits are outlined in the fee schedule.
- V. No reservations or contracts will be accepted from persons under the age of 18.
- VI. A security deposit is due with the signed contract in order to hold a reservation.
- VII. All room use fees, security deposits, and building use agreements are due no later than 14 days prior to the event (if applicable).
- VIII. If the renter cancels within 14 days of the event, they will forfeit 50% of the room rental fee. JRUUC will return the entire security deposit.

- IX. The security deposit will be returned to the person/business listed on the Building Use Agreement by the JRUUC Office Administrator, no later than 21 days after the event, along with an explanation of any deductions or additional fees required.

Alcoholic Beverages

- I. The James Reeb UU Congregation does not allow alcohol at church-sponsored events, except under special circumstances approved by the Board of Trustees or the Minister.
- II. The consumption of alcoholic beverages is permitted during scheduled non-church-sponsored rental events; however no alcohol is allowed at any teen or youth events.
- III. Renter **must** have alcohol liability insurance to cover alcohol being served.
- IV. **Sale** of alcoholic beverages is not allowed and is subject to penalty; charging an entry fee, selling tickets, selling cups or asking for beverage donations where alcoholic beverages are served constitutes sale and is not allowed.
- V. Serving of alcoholic beverages must end by 9:00 PM Sunday through Thursday and 10:00 P.M. Friday and Saturday.
- VI. JRUUC requires that a licensed bartender be hired for events of 75 or more persons where alcohol is served.