



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 with more than 8 people.
- IV. Community renter: an individual or group of up to 8 people not affiliated with an official group or organization (either nonprofit or commercial), and is not profiting from their use of the JRUUC building.
- V. Member: an individual who has signed the JRUUC membership book
- VI. Pledging Friend: an individual who regularly attends JRUUC services and events and makes a regular pledge to JRUUC
- VII. JRUUC 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.
- VIII. JRUUC Sponsored Event: an event that is a reasonable extension of JRUUC's mission, ministry, and activities. A JRUUC Ministry Team may explicitly sponsor an organization or event and a JRUUC member/pledging friend must be present at the event.

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.

Version 1 approved 2/15/2023; updated 11/17/2023

Version 2 approved 10/8/2024

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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. Medium Classroom (Youth Room)
- IV. Library
- V. Small Classroom
- VI. Kitchen
- VII. Nursery

Rental of all of the above spaces constitutes a “whole building” rental.

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 for an additional fee. In order to use the AV equipment, the renter must either have a trained JRUUC AV technician 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 the 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. All individuals, groups or organizations using the JRUUC rooms and facilities, regardless of affiliation with JRUUC or rental group tier, 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 **RENTAL AGREEMENT**. Copies will be provided to the user with the originals on file at JRUUC.
- III. 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. Rentals may be for a one-time event or recurring events. See the fee schedule for further information and current rates. Fees will be applied based on the group/event type, as outlined in the table below.
- II. Whole building rentals require a 3 hour minimum reservation.
- III. Any ceremony that is not officiated by a JRUUC minister must have prior approval from the settled minister.
- 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. While JRUUC will make reasonable efforts to accommodate requests for use that accommodate potential renters' budgets, the JRUUC Minister and Executive Committee reserve the right to prioritize paying renters when conflicting requests for building use. Every effort will be made to find an alternative time or space for groups and individuals who may have been approved for a fee reduction/waiver.
- 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.

The following guidelines apply to both one-time events and recurring event rentals:

Tier	Examples	Requirements				Notes
		Rental Agreement	Rental Fee	Security Deposit	Key Agreement/Deposit	
Tier I <ul style="list-style-type: none"> - JRUUC-sponsored events open to the public - JRUUC members and pledging friends celebrating a personal life event ceremony 	<p>A local climate justice organization that has JRUUC members hosts a monthly meeting. The organization has explicit support from a ministry team at JRUUC.</p> <p>The JRUUC minister officiates the wedding of a JRUUC member in the JRUUC sanctuary.</p>	YES	NO	NO	SOMETIMES*	<p>See definitions section above for definition of JRUUC-sponsored. A JRUUC member/pledging friend must be present at all JRUUC-sponsored events.</p> <p>Church members/pledging 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>
Tier II <ul style="list-style-type: none"> - JRUUC Members and Pledging Friends (non-personal life event ceremonies and <i>hosting</i> non-JRUUC affiliated activities) 	<p>A JRUUC member hosts a reception following celebration of a life event.</p> <p>A JRUUC member hosts a birthday party that does not include a ceremony officiated by the minister.</p>	YES	YES	YES	SOMETIMES*	<p>For personal life events, any space used for the time that the JRUUC minister is NOT officiating a ceremony (such as reception or preparation time).</p> <p>See below for special conditions for events serving alcohol.</p> <p>Note that this rate only applies if the JRUUC member/friend is the main host/lead of the event.</p>

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Tier	Examples	Requirements				Notes
		Rental Agreement	Rental Fee	Security Deposit	Key Agreement/Deposit	
Tier III <ul style="list-style-type: none"> - Non-profit organizations - Community renters (Non-Member Individuals/Small groups up to 8 people) 	<p>A small group of private individuals not affiliated with a specific organization hosts a meeting.</p> <p>A dance class that charges only enough admission to cover costs and does not make a profit.</p> <p>A local neighborhood association hosts their monthly meeting.</p>	YES	YES	YES	YES	See section above for definition of non-profit.
Tier IV <ul style="list-style-type: none"> - Commercial Organizations/Individuals - Anyone who will be making a profit while using JRUUC space - Non-member groups of more than 8 people that are not a part of a non-profit organization 	<p>A for-profit organization hosts a holiday party at JRUUC.</p> <p>A group or individual that will charge admission to the event in an amount exceeding the cost of putting on the event.</p> <p>A non-JRUUC member/pledging friend has a wedding ceremony and reception at JRUUC (would require prior approval from the JRUUC minister).</p> <p>A piano teacher conducts</p>	YES	YES	YES	YES	See below for special conditions for events serving alcohol and ceremonies officiated by outside clergy.

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Tier	Examples	Requirements				Notes
		Rental Agreement	Rental Fee	Security Deposit	Key Agreement/Deposit	
	paid piano lessons at JRUUC.					

*Key agreement/deposit only applies if the JRUUC member/pledging friend hosting the event does not otherwise have a key or lockbox code for other Reeb responsibilities, or if other Reeb staff/volunteers with building access will not be present.

Rental Reservations & Deposits

- I. All reservations are made through the Office Administrator (or authorized designee). All payments and security deposits by cash, check, or online through the JRUUC website. Preference is for online payment.
- II. All renters, including JRUUC members/pledging friends where applicable, must provide a security deposit in the form of cash or check or online payment through the JRUUC website. The security deposit may not be credited toward room use fees. Security deposits are outlined in the fee schedule. A security deposit is due with the signed contract in order to hold a reservation.
- III. All room use fees, security deposits, and building use agreements are due no later than 14 days prior to the event (if applicable).
- IV. If the renter cancels within 14 days of the event, they will forfeit 50% of the room rental fee. JRUUC will return the amount of the entire security deposit.
- V. The security deposit amount (minus any fees or deductions if applicable) will be issued to the person/business listed on the Rental Agreement by the JRUUC Accountant, no later than 21 days after the event, along with an explanation of any deductions or additional fees required.
- VI. No reservations or contracts will be accepted from persons under the age of 18.

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.