

# **Policy for Use and Rental of the Starr King UU Fellowship Meetinghouse**

## **Purpose**

The purpose of this policy is to provide guidelines for usage of the Starr King Facility and ensure the safety of the property and those who use the property to include both members and non-members.

## **General Guidelines.**

These guidelines are designed to help you and your group enjoys the use of the Meetinghouse responsibly and safely. If you have any questions, please call the office administrator at (603-536-8908) to clarify them at least 48 hours prior to the beginning of the event. If these guidelines are not adhered to, the user will forfeit the right to use the facilities and the function will be terminated by the Fellowship.

All persons applying for the use of the facility must be at least 21 years old.

A deposit of 50% of the usage fee is required within ten (10) days after receipt of written contract to cover damage, breakage, or custodial services, keys, and to hold the reservation on the calendar. Full payment is due 48 hours prior to the beginning of the event. Notice of cancellation must be received 48 hours prior to the beginning of the event or the deposit will be forfeited.

The Event Representative (member) or the Building Coordinator is responsible for opening and closing the building and must be on the premises at all times during the event.

## **Substance use**

Tobacco use of any kind is prohibited anywhere on Fellowship property, including the porches and parking lots.

Beer and wine may be offered and consumed in moderation on the premises. Attractive non-alcoholic alternatives must be made available. It is the responsibility of the user to ensure that no guest or member of the organization or party becomes intoxicated, or is served an alcoholic beverage if he/she is not of legal drinking age. Please refer to the SKUUF Alcohol and Renters policy.

Illegal drug use of any kind is prohibited.

All open flames must be contained with protective surfaces beneath, and a ready supply of water nearby. Please study the emergency evacuation plan posted in each room you use.

## **Custodial**

The user is responsible for setting up and putting away all furniture unless they have agreed to use and pay for the services of the Building Coordinator. Garbage and trash must be placed in proper containers and removed. User is responsible for leaving the facility in the same or better condition than found. Cleaning supplies are available in the kitchen and down the stairs to the right in the furnace room storage closet. If there is any breakage or damage during the contracted use period, the user will be responsible for the costs to repair any such damage.

## **Space**

Use only the space you have contracted to use. If you require additional space, please contact the Office Administrator. All tenants should be respectful of other people using the building at the same time. If there is a Fellowship function that is scheduled for the space at the same time, the tenant may have to substitute a different space in the building.

## **Music and noise levels**

All music must be terminated by 10 p.m. outside and midnight inside. Minimal amplification is permitted. Outdoor programming requires special approval. Use of the piano, organ, and sound system, requires special permission and may be subject to additional charges.

## **Decorations**

Confetti, glitter, rice, and other “cast” substances other than birdseed (outside only) are not permitted. If you have questions check with Office Administrator or Building Coordinator. Thumb tacks, nails, or tape on the walls or woodwork is prohibited. Decorations must be approved by the Office Administrator and the Minister.

## **Parking**

All SKUUF parking areas are available. Cars parked on the main roads (Fairground road and Morgan Drive) are in danger of being towed. For parties over 150, the user is responsible for providing traffic control. Please refer to the SKUUF Parking Policy.

## **Use Specific Guidelines**

### Member Non-Profit

In addition to the General Policies the following Guidelines apply.

If the Fellowship member does not feel she/he can adequately supervise the participants attending their function due to their participation, the services of a Building Coordinator will be required and compensation for the person to them.

### Member Profit

In addition to the General Policies the following Guidelines apply.

If the Fellowship member does not feel she/he can adequately supervise the participants attending their function due to their participation, the services of a Building Coordinator shall be required and compensated for their services.

### Non-Member Profit

In addition to the General Policies the following Guidelines apply.

The use of a Building Coordinator shall be required for the function and be compensated for their services.

### Non-Member Non-Profit

In addition to the General Policies the following Guidelines apply.

The use of a Building Coordinator shall be required for the function and the same compensation rule applies.

## Usage Rates

These rates are determined and approved by the Governing Board and are subject to change at any time at the discretion of the Board.

The Office Administrator is empowered to schedule events, to negotiate single-event contracts, to apply the current schedule of fees, and to assess and to collect the fees.

Rental agreements for ongoing use will be negotiated on a case-by-case basis by the Administrative staff.

All rates are based space used:

User	Sanctuary	Fellowship Hall	Kitchen	Classrooms
Member, Non-Profit	No Charge, Donations Accepted	No Charge, Donations Accepted	No Charge, Donations Accepted	No Charge, Donations Accepted
Member, Profit	\$50	\$25	\$25	\$15/per
Non-Member, Profit or Private	\$100	\$75	\$50	\$15/per
Wedding Ceremonies	\$200 (Non-members)	\$200	\$100	\$25/per
Funerals/Memorials Services	\$100 (Non-members)	\$50	\$25	N/A

**Minister' Fees**      **\$500/ Wedding**  
**Music Director's Fees** **\$200/Wedding**

**\$250/Funeral**  
**\$200/Funeral**

A Building Coordinator is required to be hired at any non-member events and fees for the person are paid directly to them.

Please speak to the SKUUF Minister regarding weddings and funerals. A non-refundable deposit of \$200 is due at the first meeting with the minister.

## Renters & Alcohol

# RENTERS & ALCOHOLIC BEVERAGES

### **Purpose of Alcohol Policy**

- Minimize liability and the chance for alcohol related tragedies
- Assure that no alcohol is served to underage people
- Make events comfortable for non-drinkers and drinkers
- Assure that alcohol is not abused on SKUUF property

### **Liability**

- The renter for any event on SKUUF property where alcohol will be served must ensure that proper liquor liability insurance coverage is in place. If necessary, this insurance must be purchased in addition to any other existing insurance policies.
- If alcohol is to be sold or distributed by donation, a temporary one day liquor license must be obtained.

### **What can be served**

- Non-alcoholic beverages must also be served and prominently displayed.
- Food must be served along with alcohol.

### **How can it be served**

- The area in which alcohol is being served must be staffed at all times. Alcohol may only be served by an adult supervising the table, no self-serve.
- The event host must ensure that no alcohol is served to anyone under the age of 21.
- The amount of alcohol consumed and behavior at the event shall be monitored. If someone becomes intoxicated, they will be asked to leave, but will not be allowed to drive; a taxi or other alternate means of transportation will be provided,
- No alcohol is to be left behind at the conclusion of the event.

**The renter must acknowledge receipt of this policy.**

## Parking

# PARKING

### **Purpose**

- Provide adequate availability by defining parking areas and uses
- Ensure satisfactory accessibility for those with disabilities

### **Entrance/Exit**

- Members and guests should enter the upper parking area from Fairgrounds Road and the exit onto Morgan Drive
- Entrance/exit to the lower parking area behind the building is from Morgan Drive

### **Accessibility**

- Handicap parking spaces are located in the upper lot
- Do not park in a handicap parking space if you do not have a disabled parking tag or license plate – not even when the lot is otherwise full and the only available space is reserved for those with accessibility issues.
- The remainder of the spaces in the upper lot should be prioritized for the elderly and others with reduced mobility.

### **Good practices**

- In the lower lot, form two parking lines with enough distance between.
- When parking on the grassy area on the circle, park perpendicular to the street to form one line and perpendicular to the rear boundary to form the second line.
- Park away from adjacent vehicles to avoid hitting them with open doors but close enough to provide space for others.
- Consider “Park to Leave” (reversing into a space) as this reduces the potential for collisions.

Cars parked on the travelled ways of Fairgrounds Road and Morgan Drive is subject to ticketing and towing.

In cases when a large crowd is expected for an event at SKUUF, traffic control should be provided.