

Grosse Pointe Unitarian Church Building Use Policy

Approved by GPUC Board on 9/12/2022

General Policy

Grosse Pointe Unitarian Church (hereinafter referred to as the Church) invites organizations and individuals to use its facilities. Policies for the use of space, including charges, shall be approved by the Board of Trustees. The Church's own programs will have first consideration in scheduling facility use. The Church reserves the right to deny requests for use of its facilities if it deems the intended use to be inappropriate.

Use of the facilities shall be in accordance with the Building Use Policy and the Building Use Agreement (hereinafter referred to as the Agreement). The "General Conditions and Restrictions" will be given in a packet to all individuals and groups that propose to rent the Church's facilities.

If a group or organization requests use of the building to advance a social justice issue that is not contrary to the vision of GPUC AND a GPUC member will be present/participating and willing to be responsible for the safekeeping of building, rental fees and the steward fee MAY be waived.

If a group or organization requests use of the building for any acceptable purpose and no GPUC member will be present/participating, at a minimum a steward fee of \$25 per hour will be charged. Other fees will be charged based on the use of space and the fee schedules below:

Fee schedule for space:

Sanctuary	\$275 for 1- 4 hours
Memorial Garden	\$175 for 1-4 hours
	\$275 for 4+ hours
Annex	\$175 for 1-4 hours
	\$275 or more for 4+ hours
Classroom or library	\$50 per room for 1-4 hours

Fee schedule for services:

Custodial clean-up	\$100-\$225 depending on number of attendees & building space used
Building steward fee	\$25/hour

Specific provisions for weddings:

- Use of Sanctuary and garden are complimentary for contributing church members.
- Custodial services are mandatory for members and non-members.
- Photography must be completed within 30 minutes after the service.

Payment of Fees and Deposits

- The rental fee and a security deposit must accompany the proposed Agreement when it is submitted to the Church Administrator.
- A minimum security deposit of \$125.00 is required (\$450 for large reception events).
- A Building Steward is required for events held in the main Church Building. The Building Steward is a church member to be on-site at functions lasting from one to four hours monitoring all components of activities held in the church facilities. The Building Steward shall be paid at a rate of \$25/hour depending upon the length of the rental. The Building Steward will unlock doors, staff the lobby the entire time the doors are unlocked, and lock up when the event is complete. The Building Steward is not responsible for building clean-up; it is the renter's responsibility.
- Additional fees will be charged to allow access/use of the room before or after the agreed-upon timeframe.
- If cancellation occurs less than 2 weeks from the date of the event, \$125 or a security deposit will be forfeited.

General Conditions and Restrictions - To Be Shared Broadly

- Use of the building must comply with all applicable federal, state and local laws and ordinances.
- Use which endangers the facilities or persons using the premises shall be cause for termination of the right to use the facility and possible additional action as deemed appropriate by the Board of Trustees.
- Admission to social affairs is not to be open to the public, unless specifically provided for in the Agreement.
- Any announcements or advertising of events by other than a Church or affiliated group is to identify the location as 17150 Maumee Avenue, Grosse Pointe, without use of the name of the Church without written permission. The Church phone number may not be published for event information.
- An Agreement must be submitted by all individuals and non-church groups. Agreements are not final until written approval is received. Groups making long term, ongoing use of the facilities must submit a new Agreement annually and keep the office informed of any changes made during the year.
- An adult of minimum age 21 must be present at all times during the facility usage. If childcare is to be provided, a separate room must be reserved for that purpose.
- Smoking is NOT PERMITTED within any Church facility; no smoking, vaping, electronic smoking devices or use of any tobacco products
- At no time during use of the facility is a door to the building to be propped open or left unlocked and unattended.
- Fire Marshall Regulations prohibit the use of candles, except for religious services. These regulations also prohibit candles on the high circle shelf under any circumstances. Only candles and holders approved by GPUC may be used. Permission to use candles for weddings and other life cycle events must be received from the Church Administrator and the Minister.
- The chairs from the Sanctuary and Gallery are not allowed outside in the garden area.
- Music is not permitted to be played in the garden after 9 PM.
- Alcoholic beverages may be served in accordance with state and local law and good taste, if authorized.
- The church is not responsible for any property or belongings left inside or outside the church.
- All rooms, hallways and premises, which the renter is entitled to use, will be set forth in the Agreement. No other locked or unlocked areas shall be used or accessed by the users.
- The renter assumes responsibility for any and all damages and claims arising from events covered by the Agreement. The renter assumes responsibility for the actions of people attending the event.
- **Please obey the FIRE LANE, HANDICAP and STAFF parking signs.**

Setup and Cleanup

- Setup of the rented facility shall be performed by the renter unless specific arrangements are made in advance with the Church Administrator. Sufficient time to accomplish the required setup will be included in the Agreement charges.
- Cleanup of the rented facility shall be performed by the renter. An additional custodial fee is charged for parties of **twenty** or more people. See Building Use Agreement for rates.
- Cleanup guidelines are:
 1. Cleanup shall be completed on the day or evening of the facility rental.
 2. The rented facility should be left in the same or better state of cleanliness than it was found.
 3. If furniture, toys, easels, etc. are moved, they must be returned to their original room and place.
 4. If the Church School facility is used, do not move, destroy or use any finished or unfinished projects on which the children are working.
 5. Leftover food and beverages must be removed and placed in the dumpster behind the Annex.
 6. Carpets in any area near where food has been served must be vacuumed as part of the cleanup.
 7. Leave the facility neat - wipe up spills, sweep up crumbs, pick up papers and cups, etc.
- Renters must supply their own consumables, table cloths, table settings, paper goods, decorations and outside chairs (seating) as needed.
- Decorations or displays and alterations of existing room arrangements require prior approval from the Church Administrator.
- **Use of glitter, confetti, artificial snow, and tinsel is prohibited indoors or outdoors.**
- All users are expected to turn off lights, including the restrooms, to make sure the building is empty and to be sure all of the entry doors are locked before leaving.

Chapel Usage

- Use of a Church piano or organ requires permission of the Music Director. If piano tuning is desired, it will be performed by a designee of the Music Director at the expense of the renter. Moving the Church piano will necessitate tuning it at the expense of the renter.
- The PA system and other audio-visual equipment are not available to renters.
- Provisions for moving any furniture in the Chapel must be noted in the Agreement and requires the approval of the Church Administrator. Custodial costs for such changes will be the responsibility of the renter. In addition, only the Church Custodian may perform these tasks. Arrangements for his services shall be made based on his availability.
- **No food or beverage is permitted in the Chapel or in the carpeted Gallery areas.**
- Carpets in any area near where food has been served must be vacuumed as part of the cleanup by the renter.
- All items on the dais are to remain in their present location. No items are to be placed on the dais for storage, etc.