



The Unitarian Universalist Congregation of Whidbey Island
20103 State Route 525 • PO Box 1076, Freeland, WA 98249 • (360) 321-8656 •

www.uucwi.org

Manual of Building Use and Rental Policies

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For more information or to schedule an event, email UUCWI's Administrator at
FACILITY BUILDING USE AND RENTAL POLICIES admin@UUCWI.org.

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1. Administrative Procedures for Building Use and Rental

1.1 Philosophy of Use

The Unitarian Universalist Congregation of Whidbey Island (UUCWI) is a diverse religious community dedicated to lifelong spiritual exploration and growth. We do not discriminate by race, color, gender, physical or mental challenge, affectional or sexual orientation, class or national origin.

We open the resources of our Church to the people of our community as a place where they may satisfy their need for devotion and celebration, for work to advance the common good, for study or for recreation, without, however, assuming responsibility for the opinions or activities of an organization or individual not officially connected with UUCWI and the Unitarian Universalist Association. We defend the right of all to express their views, though we reserve the right to decline use of our resources for any activities or ventures which are in direct opposition to our stated values.

1.2 Priority of Use

Priority for building use shall be given to UUCWI sponsored events; individual Members; affiliate and denominational groups; and finally non-affiliate groups and individuals. Scheduling will be on a first-come, first-served basis.

1.3 Oversight

The Board of Trustees, on behalf of the UUCWI Congregation, shall be the body that establishes policy related to all use of the Church building and grounds, whether continuous, temporary (those not exceeding one year), or occasional. Use agreements shall be made in accordance with this policy and any additional guidelines and regulations that may be established by the Board of Trustees.

1.4 Application and Supervision

The Building Use Committee or its designee (“Administrator”), acting as delegate of the Board of Trustees, shall be responsible for implementing and managing building use policy, including procedures for approving applications and supervising building use. Approval of applications shall include determination of fees or service charges in all cases, according to established fee schedules, special cases where regular fee schedules do not apply, and exceptions to regular fee schedules where such exceptions are warranted. The Board of Trustees shall give the Administrator such guidance and/or support in the management of the building as may be requested.

1.5 Schedules

Schedules for use of all rooms and spaces in the building shall be maintained in the Church Office under the supervision of the Administrator.

1.6 Permanent Space

The assignment of space for continuous use (more than one year, whether for office, worship, educational or service functions) is the sole responsibility of the Board of Trustees and may not be granted by the Administrator.

1.7 Settlement and Disagreement

Whenever uncertainty or disagreement arises in regard to the application or exception of established principles or guidelines or in regard to any particular decision to be made, the matter shall be referred to the Board of Trustees or the Minister, as needed, for final decision.

1.8 Fees

The Board of Trustees shall adopt and oversee fee schedules for building use upon recommendation of the Administrator, including any exceptions that may be justified by the financial structures or capabilities of organizations that use space in our building. Fees may be reduced in circumstances of extended use as approved by the Board of Trustees. Fees shall be reviewed and changes made before the start of the Church fiscal year. Rental contract fees shall be renegotiated prior to the end of each contract period before renewal is considered. The Board shall review” and “renegotiate” long-term rental agreements.

2. General Information on Building Use and Rentals

2.1 Preserving Assets

All persons or groups using the Church facilities are expected to take an active interest in preserving the building and its equipment as a community asset. Renters are liable for damages. Non-Church organizations and individuals shall be required to pay reasonable charges for damage inflicted on the building and equipment beyond reasonable usage. The Administrator shall be responsible for assessing the amounts of such charges. The Administrator will require a damage deposit for groups larger than one hundred (100). The Administrator will require the organization to provide a “single event” insurance policy.

2.2 Liability

All non-UUCWI organizations, individuals, weddings, and memorials are required to provide proof of sufficient insurance coverage (i.e., \$1,000,000 Occurrence/\$2,000,000 Aggregate) as a condition of using the building or any Church equipment. UUCWI must be named as “also insured” on the coverage. Such insurance may usually be obtained through a homeowner’s insurance company or on-line as event liability insurance.

2.3 Fee Payment

All users are required to pay in full all required fees, deposits, and special assessments as arranged with UUCWI. Fees for weddings and other events are due at the time of reservation to secure the date.

2.4 Building Host

A UUCWI Member must be present at all events to serve as the Building Host to open, close, and inspect the facility after the event. An additional hourly fee will be charged to have a Building Host present. If a Member is attending the event and is willing to serve as the Building Host, then the Building Host fee will be waived.

2.5 Audio-Visual Technician

Two hand-held microphones are included in the rental fee. If more audio-visual is needed, a UUCWI Audio-Visual Technician must be present at the Event. Additional hourly fees will be charged for the Audio-Visual Technician.

2.6 Cleaning

All organizations and individuals, both Church and non-Church, shall be held responsible for cleaning any facilities used and restoring rooms to order, or for paying costs of such cleaning and restoration beyond those normally performed by the Church cleaning service. This is especially applicable when the kitchen or other food service areas are used. All individuals and groups involved in preparing and serving food shall observe relevant Island County health codes.

2.7 Kitchen

The kitchen is to be cleaned by whoever uses it or the equipment from it. All used utensils, pots, pans, dishes, etc., are to be washed and put back in their storage places after use. General instructions for the use of the stove, microwave, coffee makers, etc., are posted near the machines.

2.8 Linens

Table linens are the responsibility of the user and are not provided by the Church to non-Church groups. Church groups must see to the cleaning and/or replacement of any Church-owned table linens.

2.9 Furnishings and Equipment

Church equipment, including such items as chairs, tables, kitchen equipment, tools, sound system equipment, etc., shall at no time be loaned or rented to non-affiliated groups or individuals for use off the premises. On rare occasions, Church equipment may be loaned to affiliated groups or individuals. Within these stringent limits, the Administrator has the authority to approve the loaning of equipment for use outside the building, which may include collection of fees for any temporary use, as such fees may be established. The borrower shall be responsible for any loss, breakage, or damage to the borrowed property.

2.10 Smoking

Users must agree to abide by the no-smoking policy established for the entire building and within twenty-five (25) feet of any door or window. An additional fee will be charged for grounds cleanup, including excessive litter from cigarettes.

2.11 Alcohol

UUCWI takes no position on the use of alcohol on site, except that moderation shall be maintained and all users shall comply with all Washington State Liquor Control Board (WSLCB) rules, specifically:

- a) A WSLCB permit is required.
- b) No one under age 21 shall be served.
- c) Licensed servers, if required, must be secured by the

user.

In addition:

- a) UUCWI shall not be held responsible for ensuring that WSLCB regulations are followed, or for the safety or actions of anyone consuming alcohol on Church property.
- b) User shall remove all containers of alcohol from the building upon departure.

2.12 Decorations

No decorations shall be applied to the walls without prior permission. Any material used to create special decorations shall conform to safety regulations as outlined by the Fire Department and shall be removed from the building by the individual or group that put them up, immediately after such Event. No decorations shall be placed on the walls of the foyer art gallery, light fixtures or rafters.

Nothing may be placed on the piano or piano bench. Greenery and flowers may be placed on windowsills, provided adequate protection against water stains is used. Candles must be dripless and supported by non-flammable candleholders. Nothing may be affixed to, or removed from, the walls or doors without permission from the UUCWI Administrator. If approved, only painter's tape is permitted for hanging decorations. The using group shall assume responsibility for any damage and/or personal liability resulting from decorations.

2.13 Music and Audio-Visual Equipment

Two hand-held microphones are included in the rental fee for the Sanctuary. Special arrangements can be made to have a UUCWI Audio-Visual technician for an additional fee. UUCWI does not provide music or musicians for any group. Users must independently contract musicians.

1. The user must be fully insured before any instrument or audio-visual equipment usage occurs, and additional fees may apply.
2. Requests for use or concerns about the UUCWI piano or other musical instruments shall be directed to the UUCWI Administrator.
3. Requests for use of the Church audio-visual equipment must be approved by the UUCWI Administrator.
4. **The piano shall not be moved. Nothing shall be placed on the piano.**
The piano will not be tuned for a rental event.

2.14 On-Site Solicitation and Promotion

Authorized users have specific permission to solicit or promote their groups or activities, as set forth below. Non-authorized groups are not permitted to solicit, post or otherwise distribute materials on Church property, and will be asked to leave the property. If unauthorized groups or individuals refuse to leave Church property upon request, UUCWI will contact legal authorities.

1. Affiliated groups or groups/individuals sponsored by the Church or a Church Committee may solicit funds, sell tickets, gather signatures for petitions, sell goods, articles or services, or post/distribute leaflets during or after building use, insofar as such activities or their manner of conduct is in accord with other Church policies.
2. Non-affiliated groups may distribute or post materials only during their building use, and only to their attendees. All non-affiliate materials must be removed from the Church property at the conclusion of rental use.

2.15 Off-Site Promotion

Once use has been confirmed, users may state the name and location of UUCWI in their promotional materials. All promotional pieces must clearly show the sponsor of the event, whether the event is affiliated with UUCWI, and who is the beneficiary of proceeds, if any.

3. Use of the Building By UUCWI Church Groups and Affiliates

3.1 UUCWI Church Groups

The Board of Trustees, Church Committees and their sub-groups (UUCWI Committee), and UUCWI-recognized Church Groups (UUCWI Groups) do not pay rent for the use of building space for their meetings and sponsored activities.

3.2 Affiliated Groups

UUCWI Committees, Board(s) and affiliated organizations of denominational groups (e.g., UUA, PNWD, PSUUC) do not pay rent on building space used for meetings, workshops and sponsored activities. They function within our Church life.

3.3 Open Meetings

All meetings are presumed to be open to Members and Friends of the Church. When groups must meet in a closed session, the fact that the meeting is closed should appear on all published schedules and announcements of the event. UUCWI groups meeting in closed session may do so only as Church bylaws provide.

3.4 Co-Sponsorship by UUCWI

Co-sponsorship involves a request by **a non-Church group** to a UUCWI Committee, UUCWI Group, or the Board for assistance in presenting a program or event, in light of the UUCWI Committee's, UUCWI Group's, or Board of Trustees' program goals. Such activities or projects are to be conducted in such a way that congregants may choose to attend or not.

1. Responsibilities of Co-Sponsorship: The UUCWI Committee, UUCWI Group, or the Board of Trustees assuming the responsibility of co-sponsorship, assumes the responsibility of overseeing the Church's role of that commitment, such as ensuring scheduling on the Church calendar, collecting and dividing any fees or donations from the event, and providing on-site UUCWI Members are present throughout the duration of the Event to protect the Church's interests.
2. Co-Sponsorship Funding Distribution: **All fundraising Events on Church property may only benefit non-profit or not-for-profit organizations.** When an entrance fee or a donation is requested for a co-sponsored Event, or any funds are raised by a co-sponsored Event, the co-sponsored Event may suggest a reduced entry fee or donation for UUCWI Members.
 - a. Only nonprofit or not-for-profit groups may be co-sponsored by a UUCWI Committee, Group, or the Board of Trustees. Monies from UUCWI's share of funds shall be promptly delivered to the Church Administrator and placed in UUCWI's General Fund operating budget, unless otherwise directed by the Board of Trustees.

4. Use of the Building by Individual Members of UUCWI

4.1 Life Celebrations

Use of UUCWI's building and grounds for weddings and ceremonies of union, memorial services, and child dedication services shall be without charge to UUCWI Members whose membership has been in good standing for at least six months prior to the date of the event. For wedding receptions or other parties associated with life celebrations, members will be asked to pay for auxiliary services, such as custodian(s), minister, musician(s), equipment, and a damage deposit.

4.2 Children of Members

Weddings and ceremonies of union for children and stepchildren of UUCWI Members, including those who are independent of their parent(s) and not members themselves, will be at no charge at the request of the parent(s), provided the parent(s) is/are in good standing for at least six months prior to the date of the event. Related receptions will be charged at the regular rates for auxiliary services, consistent with section 4.1 above.

4.3 Personal Use

Personal use of the building by UUCWI Members including but not limited to recitals, dances, classrooms, parties for birthdays, anniversaries, graduations, baby, or wedding showers, shall constitute an "outside rental" rental but fees for such rental will be charged at *half* the rental rate for the specified day and time period. Additional fees for audio-visual technician and cleaning may apply, if applicable.

5. Use Of the Building By Groups Not Affiliated With UUCWI (Renters)

5.1 Nonprofit and Not-for-Profit Renters

UUCWI will rent primarily to nonprofit or not-for-profit organizations.

5.2 For-Profit Renters

At the discretion of the Board or the Administrator, UUCWI may occasionally rent to for-profit individuals or groups.

5.3 Other Faith-based Communities

Other faith-based communities will be charged one-half (1/2) the lowest rental rate, for the specified day and time(s), on the current rental fee schedule. A rental Agreement, Building Host (if applicable) and Audio-Visual Technician (if applicable) will be required.

5.4 Organizations Aligned with UU Values

For organizations aligned with the values of UU, and determined by staff or the Board of Trustees to meet this requirement, the rental amount shall be made by voluntary donation. A rental Agreement, Building Host (if applicable) and Audio-Visual Technician (if applicable) will be required.

5.5 Political and Social Action

UUCWI does not endorse candidates for public office or engage in any *prohibited* partisan, political or social action activities. Whenever a non-UUCWI group or individual is permitted to rent UUCWI facilities for the purpose of promoting political or social action activities, such renters must make it clear that UUCWI is not a sponsor of the Event. The following disclaimer shall be given to the renter applicant and signed by the applicant indicating they have read it. **The signed disclaimer must be returned to the UUCWI Administrator before the Event takes place.** The signed disclaimer shall be filed in the Administrator's office with the Rental Application and Agreement pertaining to the Event. **The renter/renter's representative shall read this disclosure to the audience at the beginning of the Event.**

Disclaimer: This Event is not sponsored, endorsed, funded or otherwise affiliated with the Unitarian Universalist Congregation of Whidbey Island. Use of this facility does not imply agreement with or responsibility for the opinions or activities of this organization.

5.6 Rental Fees

Rental fees will be charged to outside groups and individuals for use of the UUCWI facilities. Upon approval of the Board of Trustees, non-UUCWI groups or individuals may, on occasion, be allowed to use the UUCWI facilities at a reduced fee. Any reduction of fees must be granted prior to use. Requests for reduction of fees will not be considered after usage has occurred.

5.7 Rental Period

The rental fee covers either a daytime period (between 8 a.m. - 5 p.m.) or a nighttime period (5 p.m. - midnight) of any one day, with specific hours to be negotiated with the Administrator. Functions which begin before 8 a.m. or extend beyond midnight are required to pay additional hourly fees for opening and closing the facilities outside normal business hours. Such use does not trigger an additional day's rent.

5.8 Exclusive Use

Reservation of one or more rooms at UUCWI does not provide for exclusive use of the facilities (i.e., no one else in any other part of the building). Users requiring exclusive use will be charged for rental of the entire building. The UUCWI Office may be accessed or occupied by UUCWI personnel at any time during the rental and is not included in any exclusive use agreements.

5.9 Continuing Use

Ongoing renters, or renters who intend extensive use of the UUCWI building over several days, may request a reduction in rental fees from the Administrator with Board approval.

5.10 Deposits

5.10.a The Administrator may require a Reservation Deposit and Damage-Cleaning Deposit, to be paid in advance. A Reservation Deposit of 25% of the room rental fee must be submitted to secure the reservation. The Reservation Deposit will be forfeited if the applicant does not provide a minimum of fourteen (14) calendar days prior written notice of cancellation. (The day of the Event is not included within the fourteen (14) days notice.) If the Event proceeds, the Reservation Deposit will be applied to overall fees due from the renter..

5.10.b If intoxicating liquor is served at the Event, a minimum additional Cleaning Deposit of \$100 will be required.. If there are more than one hundred (one hundred) attendees at an Event, a minimum Damage Deposit of \$250 is required. Any required Cleaning-Damage Deposits may be refunded, in full or in part, based on condition of the facilities following usage.

5.10.c Other Deposits and Fees: The UUCWI Building Use Fee Schedule contains fees for Cleaning Deposits and other services