

BUILDING USAGE AGREEMENT – CHURCH MEMBERS

The Olympia Brown Unitarian Universalist Church sanctuary and George Bray Hall are to be used in a manner consistent with Unitarian Universalist principles.

The church hall and annex may be used by members for meetings of other non-profit organizations, weddings, or other social events. The church member must work with the administrative assistant to schedule such events and obtain a key if necessary. No fee will be charged for such events, but a freewill donation is encouraged following most such events to cover the utility costs. If the event is educational and there is a fee collected for the facilitator, the facilitator is asked to consider making a donation of 10% of the proceeds.

POLICIES APPLYING TO CHURCH MEMBERS USING OBUUC FACILITIES

1. Keys

- a. Church keys may be borrowed only with the consent of the minister, board president, or property concerns chair, AND the administrative assistant.
- b. For single events, the key is to be returned as soon as possible after the event.
- c. If the key is lost, the cost of re-keying the church will be assessed to the individual signing the agreement (cost of which is rather substantial).

2. No Smoking Policy

ALL OBUUC property is smoke-free. People smoking outside the building should be at least 20 feet from the door and dispose of cigarette butts properly and not litter the sidewalks.

3. Church Nursery

- a. For non-church events, the nursery may not be used.
- b. For church events, the nursery may be used only if nursery staff have been hired for the event.

4. Coffee Service In Sanctuary And Kitchen Facilities

For the coffee maker in the sanctuary, follow the instructions in the drawer. Dishes, silverware, and cookware may be used, washed and returned to the cabinets. The persons holding the event are expected to supply their own consumables.

5. Recycling

Reusable cups, plates, tableware, etc. are to be used. These items are available at the church and the annex. Bins will be available for recyclables such as soda cans and plastic bottles.

6. Clean-up

The church member responsible for the event is expected to return the facilities to their original condition.

If additional janitorial services are required, that person will be billed for the additional costs.

- Vacuum all areas used
- Put garbage in back closet (by back door of annex); at church put garbage in back door alcove
- Re-stack extra chairs
- Return podium to stage area (if applicable)
- Take down privacy cover on rooms used for dressing (if applicable)
- Wipe off counters
- Wash dishes and return them to the storage areas

7. Security

The front door should be left unlocked only when necessary. If the door is left unlocked in a negligent manner, the person or organization responsible for event may be held responsible for damage or theft. If the event is scheduled for George Bray Hall, the sanctuary must remain locked.

8. Alcohol Policy

It is the policy of OBUUC not to serve alcohol at any event where children and youth are present. The only exception to this policy is a wedding reception where parents are responsible for their children.

9. Occupancy

Fire code limits occupancy to 160 persons.

10. Agreement

The building usage agreement attached to these policies must be completed.

For the use of the Olympia Brown UU Church, George Bray Hall, and Annex

Today's date: _____

Name of group or individual responsible (please print) _____

Make photocopy of Driver's License(s) and attach to church copy

Address _____

City / State / Zip _____

Telephone Number _____

Email Address _____

Event _____

Date(s) of event _____

Name of group (if applicable) _____

I understand that in the event the facilities are not returned to their original condition (cleaned up) and additional janitorial services are required, I will be billed for the additional costs.

Signature(s) Date

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For Office Use Only:

Church Key Number for: CHURCH BUILDING _____

ANNEX _____

Approval of Minister or Administrative Assistant _____

Approval of OBUUC BOT President or Property Concerns Chair _____

Date Key Returned _____

COMMENTS _____

Church Copy _____ OBUUC Member Copy _____