

BUILDING USAGE AGREEMENT – NON-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 and/or hall may be used for weddings, social events, or meetings of non-profit or for-profit organizations. The renter must work with the administrative assistant to schedule such events. The minister or the board president must approve the rental – the right to refuse to rent the facilities is reserved. A sexton staff person must be present at all such events.

Fee schedule (paid at least two weeks prior to event)

1. Meetings

- a. Non-profit -- \$35 / hour
- b. For-profit -- \$100 / hour

2. Weddings

- c. Sanctuary only -- \$400 which includes one hour for rehearsal the day before and three hours on the day of the wedding. Additional time is charged at \$100 / hour.
- b. George Bray Hall -- \$100 / hour. No fee if George Bray Hall used for dressing only.

3. Other Social Events

Sanctuary or George Bray Hall -- \$100 / hour

An additional deposit of 25% of the fee amount (not to exceed \$200) will be charged. It will be refunded if the church is left in satisfactory condition.

Exceptions: Exceptions to this building usage agreement may be made at the discretion of the minister or the board president.

Insurance: Proof of insurance (one-million dollar personal event liability policy) may be required for certain groups renting the facility, on the advice of our insurance carrier, or at the discretion of the Board of Trustees.

POLICIES APPLYING TO RENTERS USING OBUUC FACILITIES

1. **Access to the building** will be provided by the sexton staff person assigned to the event.

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**

For non-church events, the nursery may not be used.

4. **Coffeemaker 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. Caterers are welcome to use the kitchen facility. Renters 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. Bins will be available for recyclables such as soda cans and plastic bottles.

6. **Clean-up**

The person or organization 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 door alcove (especially boxes that flowers came in)
- Re-stack extra chairs
- Return podium to stage area (if applicable)
- Take down privacy covering on rooms used for dressing (if applicable)
- Wash dishes and return them to the storage areas; wipe off the counters

7. **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.

8. **Occupancy**

Fire code limits occupancy to 160 persons.

9. **Agreement**

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

USAGE CONTRACT
For the use of the Olympia Brown UU Church and George Bray Hall
625 College Avenue, Racine, WI 53403 ~ (262) 634-0659

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 _____

FACILITY REQUESTED

Church Sanctuary....._____

George Bray Hall....._____

Church Sanctuary and George Bray Hall....._____

Annex - Multi-Purpose Room_____

Number of Hours....._____

Minimum Fee....._____

Fee (additional hours)....._____

Subtotal....._____

Refundable deposit (25% of subtotal up to \$200).._____

TOTAL....._____

Date Paid _____ Check Number _____

REFUND POLICY – Rental fees are fully refunded if event is cancelled.

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For Office Use Only:

Approval of Minister or Board President _____

Name of Sexton Staff _____

Church Copy _____ Renter's Copy _____ Rev. 7/08/10