

Building Use Policy (Final Draft)

General

Statement/Objective

The First Unitarian Church of Orlando chooses to make its facilities available for use by members, friends, and outside organizations that share the values of the church. This policy addresses the guidance for such use, including related fees, rules, and the required agreements necessary to facilitate the use.

Policy

Definitions

First Unitarian Church of Orlando - also referred to as 1U or church.

Church Group - committees and affiliate groups of 1U.

Church Member - an active member of 1U in good standing, meaning they are current with their annual pledge.

Non-profit - as defined by the State of Florida, tax-exempt, typically a 501c3 organization. Proof of this status is required for consideration as a renter under this category.

Sponsorship - a recognized 1U group agreeing to sponsor an outside organization that requests 1U space as fee waived or fee reduced. This practice is used on a limited basis, and as space is available. Sponsorship places the renting entity under the churches liability policy for that event.

Incubator Group - an organization that the Church Administrator, in consultation with the Minister, determines shares the values of 1U and is in its infancy as an organization. This group may be allowed to use church facilities at reduced rates or for no fee for a limited time frame until, at the discretion of the Church Administrator, they demonstrate that they have become established/stable and then must pay for facility use per the Policy guidelines.

References - required as noted in the Policy, prior to final consideration for renting. Preferably on letterhead from another organization that rented to the applicant. May be in the form of an email from a responsible party at that organization.

AV Tech - members of 1U trained to operate the audio-visual equipment belonging to the church. See Appendix C. Fee for their time is noted in Appendix A.

Updated July 3, 2019

Host - members of 1U trained to operate the building and its systems (air conditioning, lights, kitchen equipment, etc.) and who, as a Host, makes sure the campus is safe and functional for the renters. See Appendix B. Fee for their time is noted in Appendix A.

Minister - may also be referred to as Chief of Staff.

Renting Groups/Entities

1. Church Groups

Recognized church groups shall be given a priority for use of available spaces when scheduled church activities do not conflict.

2. Church Members

Church members in good standing (current with pledge) may use available spaces, when scheduled church activities do not conflict. The purpose of the meeting shall not conflict with the purposes and principles of the church.

3. Non-church Groups and Individuals

Individuals and groups requesting use of church facilities, but not affiliated with the church, shall be considered, based on the criteria and conditions as follows:

- **Non-profit**

Organizations with a current registration as a tax-exempt non-profit entity will be given priority for use of church facilities among outside groups.

- **Share The Plate Entities**

Current and former Share The Plate entities, presuming they have a current non-profit status, will have the highest priority among non-profit groups requesting space.

- **Other Non-Profits**

Non-Share The Plate groups with local membership of 100 or fewer members will be given priority over groups larger than 100.

- **Church Member Sponsored**

A group sponsored by a 1U church group or member in good standing need not provide references.

- **Not Sponsored**

Entities requesting use of the church facilities, who are not familiar to church staff, shall be required to submit two references or contacts from organizations where they have previously used space.

- **Continual Contractual Basis**

Use of the church facilities for a multi-date extended period shall require references or contacts from organizations with which the group has previously used space but will be given expedited

Updated July 3, 2019

consideration. A discounted rate may also be established. Contracts for extended use must have final approval from the Minister.

4. Compliance with Policies, Rules and Laws, and Consequences

All facility users are required to comply with church rules and policies as well as local, state, and federal statutes and laws. Non-compliance may result in cancellation and a future ban.

5. Minister Refusal

If the Church Administrator is unable to resolve any dispute relating to facility misuse or non-compliance, the final resolution will be made by the Minister, or the Board of Trustees Designee.

Procedure

1. Coordination Through Church Administrator

All building use requests must be made through the Church Administrator. The Church Administrator will manage any scheduling conflicts.

Scheduling for 1U committees and groups should be handled by the co-chairs or a designated surrogate who has been identified as such to the Church Administrator. Events should not be placed on the church calendar or publicized without confirmation of scheduling from the Church Administrator.

2. Contract

All building use by an individual or group that is not part of 1U worship, 1U fellowship, 1U church committee, 1U affinity group, 1U fund-raising, or 1U business requires submission of a building use form. The form will spell out who they are, the room they want, how long they will meet, and the reason for the meeting. This covers gatherings that require users to pay a fee and those that do not. The Facility Use Agreement (Appendix E) shall be signed by both parties.

3. Fees and Payment

All individuals and groups that make use of the sanctuary, Gore Hall, the kitchen, or any other room for purposes other than 1U worship, 1U fellowship, 1U education, or 1U business must pay 1U according to the fee schedule shown in Appendix A. ***A draft fee schedule has been developed based on the review of other Central Florida churches, Florida UU churches of similar size, as well as commercial entities. In general we found that the rates needed to be increased 2-3 times the current rates to be competitive in the marketplace.***

The Church Administrator, in consultation with the Minister as needed, may adjust facility use fees to reflect the organization being considered an incubator group, as a non-profit or for other reasons as determined on an individual request basis. The church strives to be fair and equitable in its application of reduced fees. The recipient must fill out an application, spelling out the space needed, the block of time needed, and the reason the individual or group should be granted special consideration.

Updated July 3, 2019

As required, users must pay a deposit to hold the space(s) at least 4 weeks before their event. It shall be equal to 25 percent of their total room fee. All remaining fees are due no later than two weeks prior to the rental date.

As required, a separate “damage” deposit of 15% is required within 10 days of signing the agreement.

All individuals and groups using facilities for anything other than 1U-related business must pay a custodial fee, based on the rooms used. The fee includes room set-up (the placement of tables and chairs). Users should submit a diagram at least two weeks before their event (included in the Agreement).

All groups or individuals using church facilities in a manner that requires either a Host or AV Tech, must pay the fees for those services, regardless of any other use fee waivers. See Appendix A.

Users may be required to pay additional fees for the services of the Minister, audio-visual tech, Host or musicians. Fees for the Minister and musicians must be negotiated separately and their fees paid directly to them.

Deposits and fees must be paid by check or credit card.

Cancellation: A full refund, less a \$30 administrative fee, will be given if the Church Administrator is notified 30 days prior to the event. Users who cancel on shorter notice will lose half of their deposit.

Damages: Damages occurring during an event will be evaluated by the Church Administrator, and costs of clean-up, replacement or repair will be taken out of the damage deposit.

Waiving of Fees: Church groups may use the sanctuary for any church function at no charge. They also are not required to pay a custodian fee, but Host and Av Tech fees may apply for those functions.

A memorial service may be held for a church member free of charge, upon approval of the Minister.

Church members may hold their weddings in the church sanctuary without charge, but they must pay Host and custodian fees as well as an AV Tech fee if audio-visual equipment will be used. If they want to hold a reception in Gore Hall or use the kitchen or any other room, they must pay the fees spelled out in Appendix A.

Outside UU groups may use 1U’s facilities without charge, depending upon availability and approval by the Church Administrator and/or the Minister. That waiver may include custodial but not Host or AV tech fees if those services are needed.

4. Insurance

All outside groups and professional individuals wishing to use 1U space must provide proof of liability insurance which names First Unitarian Church of Orlando as co-insured.

5. Use of Staff/Employees

Custodian

See Appendix A for custodian fees.

Building Host (Host)

A Host will be required during all non-member events.

A Host will also be required for member events utilizing Gore Hall or the Sanctuary, as well as for events elsewhere on campus with more than 45 attendees lasting two or more hours.

See Appendix B for further information about the building Host responsibilities. See Appendix A for Host fees.

Audio-visual Technician (AV Tech)

If audio-visual equipment is required for an event a 1U AV Tech can be contracted to run the equipment. No outside parties/individuals shall operate the system, other than the single mics for Gore Hall provided by a Host. See Appendix C for further information about the AV Tech responsibilities. See Appendix A for fees.

Facilities

Decorations All decorations used in any space must be non-invasive (i.e. no nails, tacks, pins or staples). Please check with the Church Administrator to determine if your decorations are permitted.

Fees See Appendix A for the costs associated with renting the spaces described below.

Equipment

1U owned equipment use is limited to 1U organizations and must be used on church property.

Operation and use of the audio-visual equipment in the Sanctuary is not included in room rentals, but can be operated during events by a 1U AV Tech for a fee.

Pianos and other musical instruments are *not* included with room rentals.

Appliances such as stoves and microwaves are included in room rentals, but dishes, pots, pans, cutlery etc are reserved for 1U events.

Access

Users will get access to church space no earlier than 15 minutes before the event start time and must vacate no later than 15 minutes following the scheduled end of the event. Hosts will be paid for both 15-minute periods. Extended start-up and departure times may be addressed in the Agreement and will increase the paid Host time.

Updated July 3, 2019

Sanctuary

A worship space or meeting hall with a podium and sound system and a listed capacity of 345 people. All uses of the Sanctuary shall be approved by the Minister.
Two hour minimum rental.

Weddings:

Generally, the church recommends a total of four hours, three hours for the wedding (including set-up/decorating, the ceremony, photos and breakdown) and one hour for the rehearsal. For larger weddings, users may need to book more time.

1U members may use the sanctuary at no charge for a wedding, although there are other associated fees.

Officiant Please note that the 1U Minister is generally not available for non-member events. If you have your own officiant, please provide the church their name, title, and denomination.

Maintenance/custodial fee This fee is charged for all weddings, including those of members.

AVTech fee This fee is charged should users need microphones, a sound system to play recorded music, or visuals projected to the screen above the altar. Users wanting to use recorded music should bring it, and the AV Tech will play it.

Host Will be present to open and close the facility, operate the AC and other facility features as needed.

Musicians 1U does not provide musicians for weddings. However, you can contact the 1U music director if you would like to contract the 1U pianist for your event.

Non-wedding sanctuary events:

Non-members using the sanctuary must pay the per hour sanctuary fee plus the custodian and Host fees. If an AV Tech is needed an additional charge will be added per the fee schedule.

Church groups may use the sanctuary for any 1U function at no charge. They also are not required to pay for a custodian however, if needed, they must pay an AV Tech fee, if they do not provide their own church qualified individual. A designated member will be responsible for unlocking/locking doors and operating the AC.

Church groups using the sanctuary for non-church functions must pay the member hourly rate, plus the Host custodian fees. They also must pay an AV tech fee, if they do not provide their own church qualified individual and one is needed.

Sanctuary deposits:

All church groups using the sanctuary for a purpose other than 1U worship, 1U fellowship, or 1U business must pay a deposit that will be applied as a credit to the cost of the space. The same deposit amount applies to non-members.

Notes about sanctuary use:

- All activity, including set up, decorating and cleanup, must occur within the rental times.

Updated July 3, 2019

- All events must end and clean-up be completed by 11:00 p.m.
- Guest use of the piano is *not* included in the sanctuary's rental.
- WiFi is available. Request for access must be made in advance of the event date.
- A single "unity" candle may be used at the front of the space if pre-approved by the Church Administrator. No other candles are allowed unless they are electronic.
- Food and beverages (other than water) are not permitted in the sanctuary.

Gore Hall

The social hall is approximately 63 feet by 33 feet. Its seating capacity varies, depending on how many tables and chairs are needed, but generally a reception with tables, chairs, buffet tables, and a small dance area would accommodate approximately 110 people. In lecture style, the space can accommodate 120.

For non-members and church members using the facility for non-church events the rental rate is per hour with a two hour minimum. In addition, users must pay the Host and custodial fees. AV Tech fees may apply if more than the basic mic is needed.

Church members and groups may use Gore Hall for any church function at no charge. They also are not required to pay a custodial fee. A designated member will be responsible for unlocking/locking doors and operating the AC. If audio-visual equipment is needed beyond the basic mic and the group does not have a qualified church individual, then they must pay for AV Tech services.

Please note there is an additional flat fee use of the kitchen. (See the Gore Hall Kitchen section below about use restrictions.)

Gore Hall Deposits:

All members using Gore Hall for a purpose other than 1U worship, 1U fellowship or 1U business must pay a deposit that will be applied as a credit to the cost of the space. The same deposit amount applies to non-members. Those using other rooms at the same time, i.e. the Sanctuary for a wedding and Gore Hall for a reception, need make just one deposit.

Notes about Gore Hall rental:

- All activity, including set up, decorating and cleanup, must occur within the rental times.
- The library and classrooms are separate rooms and are not included in Gore Hall's rental.
- Part of the custodial fee includes room set-up of tables and chairs. A diagram must be submitted at least two weeks before the event date.
- Use of the church piano in Gore Hall is *not* included as part of any rental.
- WiFi is available in Gore Hall. Request for access must be made in advance of the event date.
- Use of audio-visual equipment, other than a single microphone and the ceiling speakers, will require the services of an AV tech and users will be charged accordingly.

Updated July 3, 2019

Gore Hall Kitchen

There is a flat fee to use the Gore Hall kitchen. The space is only available as part of the rental of other Gore Hall spaces.

The kitchen may be used for food assembly, prep, and warming only. It may not be used for cooking, as it is not a licensed commercial kitchen.

Appliances such as stoves and microwaves are included in the rental, but dishes, pots, pans, cutlery etc are reserved for 1U events.

Assembly Room

A conference room located in the Enrichment Center that is approximately 17 feet by 40 feet (680 square feet) with a small kitchenette area. The seating is approximately 30 with tables and chairs and 45 in lecture format.

This space is rented per hour, with a two-hour minimum. Members using the room for non-1U business will pay a member rate.

All non-members and church members using the facility for non-church events must pay a custodial fee. Host fees may apply.

All members using the Assembly Room for a purpose other than 1U worship, 1U fellowship, or 1U business must pay a deposit that will be applied as a credit to the cost of the space. The same deposit amount applies to non-members.

Notes about using the Assembly Room:

- All activity, including set up, decorating and cleanup, must occur within the rental times.
- All events must end and clean-up be completed by 11:00 p.m.
- The meeting room accessible through the connecting door on the east wall is not included in the rental fee.
- Part of your custodial fee includes room set-up of tables and chairs. You must submit a diagram at least two weeks before your event date (included in the Facility Agreement).
- WiFi is available. Request for access must be made in advance of the event date.

The Studio, 1U Classrooms and Meeting Rooms

The church has several smaller meeting rooms available for rent. In the Enrichment Center that includes the Studio, which has chairs, a piano and was designed as a music rehearsal space and for yoga classes; and several classrooms. Gore Hall also has two meeting rooms, both of which include digital equipment that allows for PowerPoint and other presentations. The capacities vary from 10 to 25.

A two-hour minimum applies to each of those rooms..

All non-members and church members using the facility for non-church events must pay a custodial fee. Host fees may apply.

Users must provide a deposit that will be applied as a credit to the cost of the space.

Updated July 3, 2019

Notes about using the Studio and other 1U classrooms and meeting rooms:

- All activity, including set up, decorating and cleanup, must occur within the rental times.
- All events must end and clean-up be completed by 11:00 p.m.
- WiFi is available. Request for access must be made in advance of the event date.

Updated July 3, 2019

APPENDIX A — FEES

Please see attached document

APPENDIX B — BUILDING HOSTS

Building Hosts will provide a 1U presence on the campus to ensure that facility users have a positive experience and to provide assistance as needed to make the campus safe and functional.

When a Host is Needed:

A Host will be required during all non-member events.

A Host will also be required for member events utilizing Gore Hall or the Sanctuary and for events elsewhere on campus with more than 45 attendees lasting two hours or more.

Fees

See Appendix A for fees. Events will be charged for a Minimum of 2 1/2-hours per event, and by the hour for additional time.

Host responsibilities:

Open doors 15 minutes prior to the events, or sooner as requested in advance by the event owner.

Close up 15 minutes following meeting or later as requested in advance.

Check AC/heat and adjust as needed.

Make pre-requested equipment available to the meeting Host. This may include extension cords, AV cart, projector, screen or turning on the mic in Gore Hall. Return the equipment to the proper storage area following the meeting.

Monitor the meeting and be available to address questions and concerns about building functions.

Turn off all lights, adjust the AC/heat as needed, confirm all doors are secure.

Not the responsibility of the Host:

Chair and table set-up. For large member events and all non-member events the custodian will do this in advance. For small member events, the members will set up and return the room to its original condition.

AV/tech system operation in the Sanctuary

Room clean-up and trash disposal.

Host training:

A three-hour required training session will include:

1. Keypad use, key use (as needed) and related responsibilities.
2. AC/heat operation.
3. Location of church equipment available for meetings. How to set-up and operate the equipment. Location of and how to use the Gore Hall mic.

Updated July 3, 2019

4. General use of the kitchen equipment.
5. Location of cleaning equipment and paper product supplies. (For purposes of emergency needs only.)
6. Review of 1U safety policy.
7. Review of applicable sections of the 1U Building Use Policy.

Managing the Host program:

The Host team will consist of five members in good standing. Those who apply will be interviewed by a panel consisting of the Church Administrator, the Minister and the chair of the Long Term Maintenance and Enhancement (LTME) committee. That panel will choose who will undergo training and will pick a Host team leader.

The Church Administrator will contact the leader of the Host team when a guest has booked a space and needs a Host. The leader will then announce the event to the group, and a Host will be assigned on a first-come basis.

Hosts will be paid by 1U within two weeks of the event.

APPENDIX C - AV Tech

The following list of minimum basic skills required for the position of Audio/Video Host Technician for First Unitarian Church of Orlando are as follows.

INTERPERSONAL SKILL REQUIREMENTS

- The ability to communicate, clearly, concisely, and with both professionalism and caring, while supporting musicians, guest speakers or other performers, and administrators. Providing careful high-quality service to ensure a successful audience/client experience during scheduled events.
- Provide prompt and courteous service. Arriving slightly ahead of event call times to address any pre-event issues. If late arrival is unavoidable, contacting a designated Lead Event Host before scheduled call time is essential. (Meaning the Lead Event Host as well as the AV Technician should have their cell/mobile phones available and attended in case of the need for emergency communication).
- Maintain calm, patient and courteous attitude, even though challenging circumstances, to ensure a smooth and pleasant event experience.

TECHNICAL SKILL REQUIREMENTS - AUDIO

- Familiarity with and proper use of Microphone and Instrument Cabling
- Experience and functional familiarity with Apple OS X 10.6 or greater operating system and Apple iMac hardware.
- Familiarity and proper use of DI (Direct Injection) boxes as needed for leveling musical instrument connections to the house sound mixing console.
- Ability to perform Microphone stand and clip setup(s) as needed.
- Knowledgeable of Microphone placement relative to vocalist/speaker, musician.
- Knowledge of Microphone type selection and use. *Dynamic and Condenser microphones and decisive best applications for situation.*
- Clear understanding of audio cable channel connection and assignment from 'snake' connection to house sound mixing console.
- Knowledge of Mixing console channel strip controls and management including basic level, EQ, group assignment, stage monitor speaker control for musicians and effects
- Ability to use Mix console to achieve basic audio level control, 'mixing' for consistent and pleasant audience experience.
- Event Recording (when requested/necessary) via iMac-based multi-track recording software (Audacity) and hardware (firewire and usb audio interfaces).
- Experience with iTunes operation for playing client provided CD's or audio files via playlist in predetermined order if requested.

Updated July 3, 2019

- Familiarity with 1U's (First Unitarian Church of Orlando) AV team room, proper storage, use and maintenance of event related equipment.
- Microphone technique and handling knowledge with ability to communicate such knowledge to guests, members, clients using microphones.

TECHNICAL SKILL REQUIREMENTS - VIDEO

- Familiarity with and practical use of Windows PC and Monitor Hardware and Cabling, Service Projector and Screen.
- Experience and functional familiarity with HDMI via ethernet connection from PC to Projector and use of power activation switches and software based operational remote control for Projector as well as remote control slide clicker and dongle for same.
- Knowledge of audio connection from Windows PC to Mixing console for presentation of cloud-based or downloaded materials to be used in services/events.
- Familiarity and proper use of Powerpoint software as well as creation and editing of Powerpoint slide presentations for services and other events.
- Ability to perform on-the-fly updates and edits to PowerPoint presentations as needed.
- Ability to download and play/use materials from Internet Cloud, USB, CD/DVD or other storage mechanisms) as needed for import into PC and Powerpoint software, in part or as a whole.
- Knowledgeable of church guidelines for readability and visibility of slide presentation contents, including light and color representation limits relative to the projector, and especially in contrast with what's visible on the PC monitor vs on the projection screen. See guidelines at <https://docs.google.com/document/d/1azUUZGwb7aaKR778yxgMrGOPufr3K3A46MeeWanEzKc/edit?usp=sharing>
- Knowledge of font, graphics, and non-copyrighted image, movie or other graphics selection and use for church presentations and events.
- Ability to creatively source images and other visual materials to enhance slide presentations or other service components.
- Ability to edit such materials for use, with optimum visual contrast, size and sharpness within the Microsoft PowerPoint software application. (see guidelines link above)
- Ability to balance creative project production needs for freshness, liveliness, audience appeal and effective communication of 1U values and principles.

EARNED EXPERIENCE REQUIREMENTS

- **Sunday Service Audio Tech** - Must have experience successfully managing and fulfilling the Audio Technician Volunteer position for **3** Sunday services of the following types...
 - **Low Tech Service** - Service that consists of the current minister, guest minister or lead speaker, front-end service volunteers with minimal use of microphones including podium, hand held wireless and piano microphones.
 - **Mid Tech Service** - Service including the elements of a 'Low Tech Service' with the addition of the house band(s) or guest musician(s) performances including setup of microphones, stage speaker monitoring and related support.
 - **High Tech Service** - Service including the elements of a 'Mid Tech Service' listed above which may also include multiple musical performances staged in different areas, simultaneous and or individually as well as the use of wireless headset microphone, wireless handheld microphones and any additional service-required setups.

APPENDIX D — Opening, Closing, Gore Hall Prep for Sunday

Opening Buildings

- If the committee co-chair or other church leader has the code or key, they will be expected to assist their groups in entering a building/room.
- Persons responsible for ongoing, regularly scheduled events may check out a key or receive a keypad room code, but they are to be used only for the hours for which the room is booked.
- Building users must not share keypad room codes with anyone other than those approved by the Church Administrator.
- If adjustments to the AC are required, short -term adjustments can be made by using the up/down temp controls (good for two hours). The default schedule pre-set by the Church Administrator should not be changed.

Closing Buildings

- Turn all appliances/machines (if applicable) off.
- Check to make certain that all spills have been cleaned, trash has been collected and placed in the dumpster, and all food items have been disposed of.
- Re-set the tables and chairs (if applicable).
- Make sure no one is left in any of the rooms (including bathrooms).
- Close and lock all windows and doors and exit through the kitchen. If in the Enrichment Center, also check that the bathroom doors are locked.
- Adjust the thermostat back to the default schedule by tapping the “run schedule” option on the thermostat.
- Turn off all lights, including bathrooms. In the foyer, turn off the outside entry lights. Turn off the outside lights on the south side of the hall using the last switch on the right near the recycling bins.
- Exit the building through the kitchen; make sure that the door has locked behind you.

Gore Hall Prep for Sunday Morning [If no staff is available]

- Enter through the kitchen using the keypad.
- Unlock the Foyer doors. Unlock the Hall double doors using the available key.
- Turn on the lights in the hall.
- At the end of the morning, clean up any spills using the available mop in the janitor closet by the men’s bathroom. Clean up any trash using the brooms in the janitor closet.

Updated July 3, 2019

- Coordinate with the Social Hour team working in the kitchen and Alliance members in the Flex Space regarding locking of doors. The designated person should confirm that all doors in the Foyer are locked and relock the hall double doors.
- Turn off all lights in the hall, library and classrooms.
- Exit through the kitchen.

Updated July 3, 2019

APPENDIX E - Facility Use Agreement

Please see attached document

Updated July 3, 2019

Notes on old Appendices that are part of the 2005 Policies document and referenced in the old version of the Building Use Policy.

D - Building Use Application. Has been replaced. Will be part of Appendix E of this document.

E - Saturday Night Clean-up. May not be needed and a shorter version is included in this documents Appendix D.

F - Special Custodial Needs Form. No longer in use. Custodial needs for events are incorporated in the Agreement application forms.

G - Building Use Guidelines and Lock-up Checklist. No longer needed. Application information for Gore Hall is included in Appendix D of this document. Perhaps an expanded text should be added for Enrichment Center rooms.

P - Approved Care Giver Guidelines. Should be reviewed by staff and incorporated as appropriate.

Q - Child Care Procedures. Should be reviewed by staff and incorporated as appropriate.