

Building Use Policy

October 2, 2019

The building and grounds of The First Unitarian Church of Des Moines is first and foremost for the use by the Church for its programming. Space and time permitting, it is then available free of charge for use by its members, ministry teams, and church groups in support of church-related activities. The building is also available free of charge for activities by our Faith in Action partners and other non-profit groups with missions compatible to that of the Church. These groups may still be subject to a security deposit, building coordinator and/or sound technician fees and other charges as noted under rentals costs below. Final determination will be made by either the Senior Minister or the Director of Finance & Administration.

Additional Usage

1. Members may use the building at no charge for rites of passage events such as weddings, memorials, dedications, birthdays, anniversaries, graduations, retirements, etc.
2. Outside groups or non-profit groups with events that have a high usage overhead on the building (for example: an event that uses the ENTIRE building or an entire floor of the building) will be subject to the normal rental procedures below.

Groups leasing space in the church may not engage in partisan political activity, i.e. activity that supports one political party's tenets to the exclusion of other options, or events that are designed exclusively for members of one political party or the other. Activities that provide an exchange of ideas, information or views on a particular political topic are welcomed, such as candidate debates, informational forums and other such activities. Activities must be consistent with the church's Ends Statements.

Facility Coordinator – Rentals by affiliated organizations, non-church members and non-affiliated groups when a member of the church is not present during the event will require the services of a Facility Coordinator provided by the church. The cost of the Facility Coordinator will be stated in the Building Use Agreement. The Coordinator will:

1. Provide access to the building and secure the building at the conclusion of the event.
2. Assist in locating supplies and any other church property (tables, chairs, etc.) included in the rental agreement.
3. Assist in the use of AV and other equipment, if included in the rental agreement.
4. Ensure appropriate cleanup and removal of decorations, etc.

The Building Use Agreement must include the name and signature of the church member who will be present when a Facility Coordinator is not required.

Sound Technician – Depending upon the need for the use of sound equipment for an event in the auditorium, a sound technician may be required at the discretion of the Minister or DFA. If a sound technician is required, the church will provide the technician at the rate stated in the Building Use Agreement.

Audio-Video Equipment Usage – The church has various pieces of audio-video equipment for usage during your event. Please discuss your needs with the DFA.

Alcohol Use – If alcohol is to be served, only wine, beer and champagne may be served. NO alcoholic beverages will be sold on the premises at any time, either directly or indirectly, through voluntary contributions or otherwise. There will **not** be a container available for the deposit of coins or bills. The responsible party will ensure alcoholic beverages will not be sold to or served by anyone under the legal age on church premises. The responsible party will not allow an intoxicated person to drive a motor vehicle from church property. All Iowa laws and Des Moines city ordinances must be followed by the responsible party. A separate Alcohol Policy Agreement will be signed by the responsible party.

General Provisions

- Church events and activities will have priority. All other requests for building use are on a first come, first served basis.
- Individuals must be 18 years of age in order to sign the Building Use Agreement and 21 years of age to sign the Alcohol Policy Agreement.
- A certificate of insurance, naming The First Unitarian Church of Des Moines as an additional insured, may be required at the discretion of the DFA.
- Food and beverages are NOT allowed in the auditorium or the Mary Safford room.
- You, as the responsible party, must provide any food, beverages and paper products to be used for your event. This includes coffee, napkins, cups, plates and plastic ware. The church has two refrigerators in the kitchen. If you wish to use these, please inquire at the time of your reservation as to the availability.
- All terms and conditions as listed on the Building Use Agreement must be met.
- A deposit of \$150 is required at the time the Building Use Agreement is signed. The deposit covers any damage to the facility, equipment and contents as well as guarantees the space reservation. Notification to the DFA of the cancellation of the space reservation less than 30 days prior to the rental will result in forfeiture of the deposit. The deposit will be returned to the responsible party if all provisions of this policy and the Building Use Agreement are complied with.