

Building Use Policy

Revised November 7, 2023

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 for activities by non-profit groups with missions compatible to that of the church at a discounted price to be determined by the Executive Team. These groups may be subject to a security deposit and additional fees for volunteer/staff resources.

Final determination of usage, and any discounts, will be made by the Minister or the Director of Finance & Administration (DFA).

Types of Building Use & Requirements

- Member Use
 - Rites of Passage
 - Committees & Teams
 - Classes
 - Other
 - A Building Use Agreement may be required at the discretion of the Director of Finance & Administration.
 - Reservation of the space is required.
- Member-Sponsored Use
 - Nonprofits with close associations with the church, and/or strong member-involvement with the nonprofits, may use the church as a “member-sponsored” rental.
 - A member must sign the Building Use Agreement as the responsible party.
 - Discounts may apply.
 - A Building Use Agreement is required.
 - Reservation of the space is required.
- Rental
 - An external rental by an individual, group, or organization.
 - Full fees are required.
 - A Building Use Agreement is required.
 - Reservation of the space is required.
- Long-Term Rental
 - At the discretion of the Minister or the Director of Finance & Administration.

Limitations of Use

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 values. Final determination of what consists of “church’s values” will be made by the Minister or the Director of Finance & Administration.

Resources Available

- Audio/Visual/Technology
 - Equipment
 - Our AV and Technology equipment may not be handled by an unauthorized person, professional, or group.

- The Auditorium contains a high-grade sound board and microphones, screens, audio assistive technology, and Zoom capabilities. Griffin Hall includes audio and microphones, screens, and Zoom capabilities. Stonewall Conference Room and a classroom downstairs include a screen and Zoom capabilities.
- Technician
 - Our Staff (AV Technician) are available to assist you with your AV and Technology requirements. In the event that we are not able to provide staff, we may have a small amount of volunteers to assist you.
- Kitchen
 - Equipment & Supplies
 - Our newly renovated kitchen includes a refrigerator, multiple sinks, two dishwashers (including a commercial sanitizing dishwasher), two ovens, and an induction stovetop. Dishes, cups, silverware, compostable napkins, dishtowels, cookware, and other supplies are available. The kitchen is ADA compliant, has a range-hood fire suppression system, and is “green.” Every effort has been made to eliminate single-use items and to include composting. The refrigerator does not have an ice maker. Please bring ice if needed. Coffee and coffee accessories are included.
 - Kitchen Volunteer and/or Staffing
 - A kitchen volunteer or, if unavailable, the Rental Coordinator will be available to assist, train, and guide you in the kitchen.
 - Food/Beverage
 - You may bring, prepare, and/or have catered food to consume.
 - Please see alcohol policy below.
 - Usage
 - Any use of the kitchen requires a fee for rental (unless member-only usage), and a reservation with the office (BuildingCoordination@ucdsm.org) and request to the Kitchen Care Team (KitchenCommittee@ucdsm.org).
 - Usage includes any use of the supplies, equipment, fixtures, items, or space in the kitchen including but not limited to dishes, silverware, refrigerator, microwave, coffee makers, counter space, and sinks.
 - Audit
 - The Kitchen Team will audit the cleanliness of the kitchen after each reserved use.
- Rental Coordinator
 - The Rental Coordinator will facilitate external rentals and may provide assistance with member-sponsored events. They will give you a tour, assist you with your quote, help arrange for volunteer/staff assistance, and answer any questions you might have. They may also be available on the day of the event to assist, and to inspect the premises after an event in case of damage or cleaning issues.
- Building Use Coordinator
 - The Building Use Coordinator reserves your date/time, oversees documents, and verifies payment. If you need a key and instructions for entering/exiting the building, the Building Use Coordinator will provide these to you.

Resources Unavailable

- Cleaning
 - We are not able to provide cleaning after your event. However, we’ve ensured supplies are curated and available for your use. Those who use the building in any capacity are asked to clean up after the event. Failure to do so may lead to a loss of rental deposit.
- Set-Up/Take-Down

- We are unable to set up for your event or re-set afterwards. Please arrange the space as you need to, and re-set the space as you found it. In Griffin Hall, there is a “blank slate” drawing to assist.

Alcohol Use

Please refer to our Alcohol Use Policy in a separate document for further details.

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.

It is permissible to distribute alcohol in amounts no more than 2 tablespoons per person during a religious sacrament/ceremony.

Additional Notes

- 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.
- Deposits for rentals are due 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 Building Use Coordinator 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” by providing a credit to the final invoice for the rental if all provisions of this policy and the Building Use Agreement are complied with.