

Building Use Policy and Procedures

PURPOSE:

The First Unitarian Church of Des Moines believes our building and grounds are an important asset that should be used by members of the Church community and by community organizations with compatible objectives.

RENTAL POLICY

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 for rentals by members and community members for other activities as defined in our building usage agreement, so long as those activities align with the church's vision and values. In most cases, the Church expects the costs of usage to be covered by rental fees, and therefore, will request payment from the organizations or persons for requested areas.

The final determination of usage and rates will be made by the Church Administrator in consultation with the Church Minister.

LIMITATIONS OF USE

Groups renting 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 member of one political party or the other. Activities that provide an exchange of ideas, information or views on a particular political topic are welcome, such as candidate debates, informational forums, and other such activities. Final determination of what consists of "church's values" will be made by the Church Administrator in consultation with the church minister.

BUILDING ACCESS

The rental coordinator will work with renters to determine their access needs and timing. Once approved, renters will be provided with information on how to access the building and how to secure the building near the time their rental begins.

The rental coordinator will verify the building is secure once the renters have vacated the building.

BUILDING USE SCHEDULING

1. Persons interested in renting the facilities must talk with the rental coordinator to verify that the desired date and space is available and that the beliefs of the person/group are consistent with the Church's beliefs. If the beliefs are at odds, the Minister or Church Administrator will decline the rental request.
2. The rental coordinator will help the applicant complete the rental portion of the Building Usage Agreement so it is clear to both parties what rooms will be used and whether a building coordinator will be required. Fees will be determined at this time.

3. The applicant will submit the completed Building Usage Agreement, signed Terms and Conditions of Building Use and signed Alcohol Use Policy forms, if applicable, to the rental coordinator with the requested deposit for the space to be reserved. All signers must be over 18 years old, except for the Alcohol Policy, where signers must be over 21 years old.
4. Once all completed documents are signed and submitted and the deposit paid, the rental coordinator will add the rental to the church calendar and secure the date and time requested.
5. The rental coordinator will then schedule a time to review the building procedures, equipment needs and access requirements with the renter.
6. If requested, the renter will provide the rental coordinator with a copy of a certificate of insurance, naming The First Unitarian Church of Des Moines as an additional insured two weeks prior to the scheduled event.
7. All events need to conclude no later than midnight, including clean up. Given the residential nature of the area, noise needs to be controlled after 10 PM.

DEPOSIT

1. Rental deposits are due when the Building Use Agreement is signed. The deposit covers any damage to the facility, equipment, and contents, and guarantees the space reservation.
2. Notification to the rental coordinator of the cancellation of the space reservation less than 30 days prior to the rental will result in forfeiture of the deposit.
3. 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, Terms and Conditions of Building Use and the Alcohol Policy are complied with.
4. The Minister or Church Administrator reserves the right to assess fees if damage occurs during the rental or special clean-up is required following the event. The Minister or Church Administrator also reserves the right to cancel any further use of the facilities or grounds by the tenant.

Deposit: \$100 for rentals \$100 or less
 \$200 for rentals \$100 or more
 \$500 for weddings

RENTAL FEES

1. The Minister or Church Administrator may waive aspects of the Building Use Policy and Procedures to groups that have been denied the right of assembly at other locations or would be unable to meet some part of our policy/procedures. The Minister or Church Administrator is authorized to determine if a group may qualify for this consideration.
2. Rentals for a series of meetings or classes should be paid before the start of classes. The assessed fee is based on each meeting.
3. The rental fee is based on the time the building is opened through clean-up.
4. Rental charges are based on Type of Event, space requirements and resources needed.

TYPE OF RENTAL:

Type A Events No Charge	Type B Events 50% Discount	Type C Events Full Price
Congregational events, ministry teams, committees, or donation only; member sponsored groups for education or philanthropic activities and no admission fee will be charged; not-for-profit groups that serve the community, such as Alcoholics Anonymous; member weddings if their yearly pledge covers the cost of the wedding rental.	Members of First Unitarian Church of Des Moines using the facility for personal events, outside meetings that are not church supported or do not charge admission or tuition, members whose pledge does not cover the cost of the rental.	Community members using the church, weddings, memorial services, social events, parties, receptions, or groups who charge admission/tuition for an event.

Spaces:	Fee Per Hour	One Time Fee
Auditorium (no food/beverages)	\$150	
Mary Safford (no food/beverages)	\$50	
Griffin Hall & Gathering Area (includes basic kitchen)	\$150	
Kitchen (Basic – beverages/snacks or catered)	\$50	
Kitchen (Full)	\$125	
Classroom/Patio/Stonewall Conference Room	\$50	
Wedding Package 1 – Wedding and Reception (includes auditorium, Mary Safford, 2 classrooms, Griffin Hall and Kitchen) – up to 8 hours including rehearsal	--	\$1500
Wedding Package 2 – Wedding Only (includes auditorium, Mary Safford, and 2 classrooms) – up to 5 hours including rehearsal	--	\$500
Wedding Package 3 – Reception only (includes Griffin Hall and Kitchen) – up to 6 hours	--	\$1000

Other Fees:	Fee Per Hour
Pianist	\$50
AV Technician (required to use our equipment)	\$25
Childcare (must have 2 people, not always available, check with the rental coordinator)	\$15 each

RESOURCES AVAILABLE:

Spaces:	Resources
Auditorium	Soundboard, microphones, screens, audio assistive technology, Zoom capabilities
Griffin Hall	Audio and microphones, screens and Zoom capabilities
Stonewall Conference Room	Screen and Zoom capabilities
Kitchen	Refrigerator, multiple sinks, two dishwashers (one commercial), two ovens and 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." The refrigerator does not have an icemaker, so bring ice if needed. Coffee and coffee accessories are included. <i>Must meet with a kitchen coordinator before use.</i>
Classroom	Screen and Zoom capabilities

USAGE

1. Kitchen – any use of the kitchen requires training. The kitchen team will audit the cleanliness of the kitchen after reserved use.
2. Building Coordinator – if your event needs a building coordinator to assist during your rental, please contact the rental coordinator to set this up. Fees may apply depending on the level of involvement you need for your event.
3. Cleaning – we are unable to clean up 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.
4. Set Up-Take Down – We are unable to set up for your event or re-set afterwards. Please take a picture of the space prior to rearranging it so you can re-set it as you found it. In Griffin Hall, there is a "blank slate" drawing to assist.
5. Linens – you will need to provide your own linen service for tables.
6. Alcohol Use – Please refer to our Alcohol Use Policy for further details. If alcohol is served, only wine, beer and champagne may be served. NO alcoholic beverages may 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 coins or bills. No one under the legal age will be served alcohol. 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.