

## **WELCOME TO FIRST UNITARIAN CHURCH OF LOUISVILLE RENTING SPACE IN OUR BUILDING**

First Unitarian Church welcomes people of all faiths to its historical building! First Church offers a spiritual home for its members and visitors. When space is not committed to church-sponsored functions, our versatile facility can be rented for memorial services, weddings and commitment ceremonies, engagement parties and showers, as well as retreats, fundraising events, concerts, lectures, recitals, or other events. Our building is handicapped accessible and the Sanctuary is equipped with assisted listening devices. We offer a convenient parking lot for guests.

Following our spiritual tradition, First Unitarian Church expects renters to comply with our Unitarian Universalist principles, to our congregational purpose as set forth in the church Constitution, and our Mission Statement, which reads: *“We are a church of reason and spirit that witnesses for progressive faith, nurtures our community, and transforms our world.”*

### *We Are a Welcoming Congregation*

*We embrace all persons equally, no matter your sexual or affectional orientation, gender identity or expression, age, race, ethnicity, neurodiversity, social or economic class, education level, family structure or abilities. If you need special accommodations, please let us know so that we can try to make appropriate arrangements. We welcome all to participate fully and openly in our congregational life.*

This means that renters of our facility should not practice any form of discrimination based on religion, race, age, gender, or sexual orientation. We presume that our renters will practice good stewardship in relation to the building, furnishings, and equipment. Use of the facility, including grounds and parking lot, shall be conducted in such a manner that the church remains a good neighbor and an asset to the community.

### **WHO MAY RENT?**

- Members –active members of First Unitarian Church (as defined by the Church Constitution).
- Non-Members, individuals, and businesses from the community.
- Non-profits –community organizations whose goals are consistent with UUA.

## **THE RENTAL PROCESS**

1. Call the Administrator at 502-585-5110 to check if the date for your planned event is open on the church calendar. The Administrator will ask questions about your event purpose and organization. We may request your Mission Statement or equivalent statement of purpose, as well as other group literature. Our rental policies will be reviewed with you at this time.
2. Make an appointment to tour rental space in the church and ask specific questions.
3. Work out your rental fee by adding together required space and services.
4. A \$300 breakage/cleaning deposit is required unless waived by the Building Use Committee. Any cleaning required after the event, or beyond the contracted time, will be charged \$50 per hour and deducted from the deposit.
5. When you make the decision to rent, your event space and time will be placed on the calendar by signing the Rental Contract, submitting deposit and rental fees as required by the agreement. The Reservations may be canceled by phone with the Administrator up to one month prior to the event. If canceled within one month of the event, half of the deposit will be forfeited, but all other fees paid will be returned.
6. Church members have free use of the building and the services of the Minister for life passage ceremonies (e.g., wedding, memorial service). Members have free use of the church building for properly scheduled meetings and social events that have a church-related purpose and are generally open to all members (e.g., committee meetings, choir rehearsals, social activity events or preparation for those events). A custodial, security, or sound system fee may apply for any member event.
7. Use of any space must be scheduled in advance with the Administrator., whether an outside or member event. Church Members' events take precedent over non-member requests for space unless the event is already on the calendar.
8. A Church Member may take responsibility at an event if they are an active member of the organization, take responsibility for the organization's use of the space, handle building entry, be present during the full event, and secure the building after the event. The church member is responsible for insuring that it is restored to the original condition, including cleanliness level.
9. The individual who signs the Rental Contract is responsible for the care of the building and church property for the duration of the contract.
10. Rental fees will be charged to all users if the attendees are charged an admission fee.
11. It is understood that for weddings, the use of auxiliary rooms for changing, etc. are included in the rental price.



## FIRST UNITARIAN CHURCH OF LOUISVILLE RENTAL RULES

### RESPONSIBILITIES OF THE RENTER

1. Only rooms reserved in your rental agreement may be used.
2. Upon approval of the Building Use Committee, a Church Member may take responsibility, in the role as Building Supervisor, at an event if they are an active member of the organization, take responsibility for the organization's use of the space, handle building entry, be present during the full event, and secure the building after the event, including restoration to original condition.
3. The individual who signs the Rental Contract is responsible for the care of the building and church property for the duration of the contract.
4. Do not publish the church telephone number as the phone number to call for further information for your event. *If you are having a public event, you are welcome to leave contact information in the office to pass along to those that call with questions.*
5. Church equipment: The church Music Director must approve a musician's use of the organ or piano in advance. The sound system may be used only by trained church members or a professional approved by the church.
6. A \$300 breakage/cleaning deposit is required unless waived by the Building Use Committee. Any cleaning required after the event, or beyond the contracted time, will be charged \$50 per hour and deducted from the deposit.
7. Renters may not leave candidate or issue literature anywhere in the building.

### USE AND CARE OF FACILITIES

1. As an environmentally responsible congregation, we encourage renters to help fulfill our commitment by following all recycling instructions and using environmentally friendly products.
2. Only authorized persons shall remove artwork or bulletin board notices. No nails, thumbtacks, screws, or tapes may be used to fashion decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or to the windows in the entry area.
3. If candles are used, a protective covering underneath is required and all candles must be extinguished when no longer in use.
4. The use of confetti, rice, birdseed, or any similar material is prohibited inside the building. Outside use is restricted to biodegradable materials such as birdseed.
5. Renters, including members, are expected to leave the rooms and exterior premises in the same condition in which they found them unless arrangements to hire the Building Supervisor have been made. All counter-tops and tables are to be cleaned and spills wiped up from the floor.

### MISCELLANEOUS

1. First Unitarian Church is a NON-SMOKING facility.
2. Animals, other than service animals, are not permitted in the building without prior approval.
3. No guns or weapons are permitted on the premises.

### SECURITY: KEYS, BUILDING AND GROUNDS

1. One-time renters may request to rent a key to the building. It must be approved by the Building Use Committee.
2. Renters and members must keep all doors closed and locked at all times. The Building Supervisor (or person designated by renter) should be stationed at the door to welcome guests.
3. The church is not responsible for the loss or damage to cars or contents, or to any decorations or other items, left unattended by the renter. Any and all items left in cars parked in the parking lot or on the streets are an attractive nuisance. Renters should alert their guests that nothing should be left in an unattended car.

IN EMERGENCY: Police or Fire: 911 Non-Emergency Police (downtown precinct): (502) 574-7111  
Building Supervisor (502) 263-8765 *Additional Numbers: on the counter in the Volunteer Area*