

**UUCM Building Use Policy and Guidelines**  
**Revised: August 20, 2013**

## **I. POLICY**

The Unitarian Universalist Church of Meadville (UUCM) welcomes all people, without regard to race, gender, age, disability, sexual orientation, gender identity/expression or national origin, to participate fully in our activities, and to apply to use our buildings for UUCM or non-UUCM events. Because we are a religious organization of people who embrace shared principles (namely, the Seven Principles of the Unitarian Universalist Association,) and who hold to a declared mission and vision, we offer the use of our buildings only for events that do not violate those principles and that mission and vision.

Additionally, in deciding whether to approve a Building Use Application, we consider the safety of an event and its environmental impact. The Board of the UUCM reserves the right to deny any building use request. In this way we seek to maintain our integrity, our identity, and the trust of our members and friends and the wider community. We also give ourselves the joy of seeing our facilities used for purposes that further our vision of a diverse, loving, just and sustainable world.

## **II. BUILDINGS**

### **II. A. CHURCH (SANCTUARY)**

The Church is an example of Greek Revival architecture adapted to the purposes of a church meeting house. The church is listed in the 1941 national catalog of the Historic Buildings Survey. It sits at the Corner of Chestnut and Main Streets and faces Diamond Park. The building was begun in 1835 and dedicated in 1836. Its architect was Captain (later General) George W Cullum, a son of the church. The capacity of the space (per the Fire Marshal of the City of Meadville) is 299. A dais in the front holds a pulpit. Pews are divided by two aisles into a center and two side sections. There is no air conditioning. The Church has no restrooms, but restrooms are available in the Parish House, only a few steps from the church. For this reason, we rent the church with access to the Parish House restrooms.

### **II. B. PARISH HOUSE**

The Parish House is our office, social and meeting space. Several of its rooms may be used according to the Policy. The first floor is handicapped-accessible, but the second floor is not.

There are six first-floor rooms including:

Kitchen (Features a sink, refrigerator, stove, oven, and a pass-through window into the Lounge/Dining Room.)

Lounge/Dining Room (*Capacity*, Tables and Chairs: 54, Loose Chairs Only: 115)

Living Room (*Capacity*: 59)

Noel Arthur Room (*Capacity*, Tables and Chairs: 50, Loose Chairs Only: 108)

Bill Reichert Memorial Library (*Capacity*, Tables and Chairs: 5, Loose Chairs Only: 10)

There are four second-floor rooms including:

Whitney Room (*Capacity*: 25)

Youth Group Room (*Capacity*: 11)

Classroom 1 (*Capacity*: 18)

Classroom 2 (*Capacity*: 18)

Nursery (*Capacity*: 14)

There is a handicapped-accessible, gender neutral restroom on the first floor. There is a men's restroom on the second floor. Also in the Parish House are offices of the Administrator, Minister and Religious Education Coordinator, which may only be used with the permission of those staff members.

The Parish House has folding tables and chairs which users of the building are welcome to configure as needed. There are nineteen folding tables (three [3] five-foot [5'], ten [10] six-foot [6'], and six [6] eight-foot [8']) and more than 80 cushioned folding chairs. If additional chairs or tables are needed, they may be brought in from other sources. The Parish House is not air conditioned, but electric fans may be brought in. Restrooms are stocked with toilet paper, hand soap and paper towels. The kitchen is stocked with dish soap and paper towels. Supplies for making and serving coffee and tea are on hand, and may be used at no charge for any group of up to 20 people, and for all UUCM events. For other groups there is a modest charge. All other refreshments and supplies must be provided by the organizer of the event(s.) UUCM members\* and friends\*\* may use our china and flatware. For larger events and events organized by non-members, dishes and utensils must be brought in.

The UUCM is committed to responsible environmental stewardship. This affects our decisions, both large and small. For example, we limit our use of disposable goods, and when we need to use disposables, we choose recyclable or compostable kinds. Disposables must be removed following an event. A dumpster is located behind the Parish House for disposal of trash.

## II. C. THE GROUNDS

The two buildings are surrounded by a lawn, with shrubs and flower beds often offering seasonal color. People wishing to use the grounds for an event should talk to the UUCM Administrator to learn where the property lines are and what is permitted.

## II. D. PARKING

The UUCM does not offer parking space for events. On-street parking is available within walking distance of the Church and Parish House on Main Street, Chestnut Street and Diamond Park. Most parking spaces are metered and monitored by the City of Meadville, Monday through Friday from 7:00 AM to 6:00 PM. Meters accept only quarters. One quarter will purchase one-hour of use of the parking space.

Parking spaces behind the Parish House on Clinton Court are reserved for the minister, staff and members. Guests are discouraged from using the parking lot of Marquette Savings Bank located on Clinton Court behind the Church and Parish House.

## II. E. HUMAN SUPPORT

Anyone who has properly scheduled the use of the building(s) will be given access by a staff member or an authorized UUCM member\* or friend\*\* at the agreed-upon time. Any fee balance is due at that time. For any first-time user, the UUCM representative will give a short orientation to the building(s), including lights, water use, heat, sound system, instructions for closing up, etc., as applicable.

## III. IMPLEMENTATION OF OUR POLICY

### III. A. PROCEDURES

#### III. A. 1. BUILDING USE BY MEMBERS AND FRIENDS FOR UUCM EVENTS

A member\* or friend\*\* of the UUCM may request the use of the Church (Sanctuary) and/or Parish House for a UUCM event (e.g. potluck, fundraising event, training session, etc.) or a series of regularly scheduled UUCM events (e.g. discussion group, covenant group, committee meeting, etc.) by contacting the Administrator by phone, email or in writing. The request should include the name of the person who will be in charge of the event(s) and that person's contact information. The request should also include the nature of the event(s), the date(s), the beginning and ending times, any additional setup or cleanup time needed, and which building(s) or part(s) of a building are needed. An estimate of the number of people expected is helpful. If the Church (Sanctuary) is requested, access to the restrooms in the Parish House are automatically included. If the Parish House nursery is needed for child care, that should be requested. The Administrator will check for availability and reply. If the request is approved, the Administrator will enter the event(s) on the UUCM calendar. Publicity for the event is the responsibility of the event planner. There is no charge for this type of building use. However, users must follow the Rules for Use listed below (III. D.), and any other UUCM policy.

### III. A. 2. BUILDING USE FOR NON-UUCM EVENTS

UUCM members\*, friends\*\*, and non-members may all request the use of the Church (Sanctuary) and/or Parish House for non-UUCM events or series of regularly-scheduled events. In this case, a Building Use Application must be filled out and submitted to the Administrator. The Building Use Application can be obtained from the Administrator. Completed applications should be submitted online, in person or mailed to:

Administrator  
Unitarian Universalist Church of Meadville  
346 Chestnut Street  
Meadville PA 16335

The Building Use Application asks for a description of the nature of the event(s) and the individual or group planning the event(s). The Administrator uses this information to determine whether the event(s) are consistent with the UUCM's mission and vision and the UUA's Seven Principles, and whether the event(s) do not present safety concerns or the likelihood of a negative environmental impact. If there is a question as to whether the building use request meets these criteria, the matter is referred to the Executive Board. The Executive Board reserves the right to deny any request. The Building Use Application asks for the date(s), the beginning and ending times, additional time needed for setup and cleanup, an estimate of the number of people expected to attend, and which facilities are needed. The Administrator will check for availability.

Scheduling is done on a first-come, first-served basis. If two requests come in at the same time, UUCM programming takes priority over Non-UUCM events, and the Administrator reserves the right to deny a building use request in order to keep the building(s) available for UUCM use. Non-UUCM events will not be scheduled before 2 p.m. on Sundays, and setup for such events may not begin before 1:30 p.m. on Sundays. The building user is responsible for setting up for the event and cleaning up after it. Reserved time must include time for setup and cleanup. If other activities (e.g. photographs) are to precede or follow the event, time must also be reserved for them. The Administrator can help applicants estimate the amount of time they will need to request.

Fees are detailed in section III. B of this policy, and are also summarized on the Building Use Application. Note that there are special fee accommodations for members\* and friends\*\* of the UUCM, other religious organizations, and registered non-profit organizations. For all applicants, the fee is due on the day of the event, prior to the event, with the exception that the Administrator reserves the right to require an advance deposit of up to 50% of the total, due along with the cleaning deposit. If the building use request is approved, the Administrator will sign the Building Use Application and send a copy to the applicant. The applicant will then send the required cleaning deposit (see III. C) to the address above, along with the other advance deposit if required. The reservation is confirmed upon receipt of the cleaning deposit and any other required deposit. If proof of insurance is required (see III. D. RULES FOR USE,) that should also be sent along with the deposit(s). Non-profit organizations wishing to negotiate reduced fees should also send a letter from the IRS confirming their 501 3(c) status. When the reservation is confirmed, the Administrator will enter the event(s) on the calendar. Any person or organization using our facilities must follow the Rules for Use listed below. (III. D.)

### III. B. FEES

Fees are subject to review and may be changed at the discretion of the Executive Board. Accepted methods of payment are cash, check or money order. Please make checks payable to the UU Church of Meadville.

#### III. B. 1. FEES FOR UUCM EVENTS

There is no fee charged for building use by members\* and friends\*\* for UUCM events. These are events organized by and held for the UUCM or one or more of its subgroups (e.g. a committee, a covenant group, the Executive Board, etc.) These do not include weddings, private parties given by UUCM members and friends, nor commercial uses of the building(s) by UUCM members and friends.

III. B. 2. FEES FOR WEDDINGS, UNIONS AND OTHER RELIGIOUS OCCASIONS (e.g. memorial services, child dedications, bar or bat mitzvahs)

Friend\*\* or Non-member of the UUCM: Church (Sanctuary) with access to restrooms in Parish House: \$100 for the first three hours, \$25 per hour for additional time. Church (Sanctuary), Parish House and grounds: \$150 for the first three hours, \$25 per hour for additional time. ***(Does not include any minister's fees.)***

Member\* of the UUCM: donation requested.

III. B. 3. FEES FOR PRIVATE PARTIES (e.g. anniversary parties, graduation parties)

Friend\*\* or Non-member of the UUCM: Parish House and grounds: \$150 for the first three hours, \$25 per hour for additional time. The Church (Sanctuary) is not rented for parties.

Member\* of the UUCM: 50% discount.

III. B. 4. FEES FOR NON-COMMERCIAL COMMUNITY EVENTS, REGULAR SERIES (e.g. 12-Step programs, book clubs)

Parish House: \$30 per hour, per room.

Church (Sanctuary) with access to restroom in Parish House: \$30 per hour.

Church (Sanctuary), Parish House and grounds: \$60 per hour. Reduced fees are negotiated for religious organizations and for registered nonprofit organizations. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board.

III. B. 6. FEES FOR NON-COMMERCIAL COMMUNITY EVENTS, ONE-TIME (e.g. art exhibit, concert, lecture, outdoor fair)

Parish House: \$100 for the first three hours, \$25 per hour for additional time. Church (Sanctuary) with access to restroom in Parish House: \$100 for the first three hours, \$25 per hour for additional time. Church (Sanctuary), Parish House and grounds: \$125 for the first three hours, \$25 per hour for additional time. Reduced fees are negotiated for religious organizations and for registered nonprofit organizations.

III. B. 7. FEES FOR COMMERCIAL EVENTS, REGULAR SERIES (e.g. yoga classes, SAT prep classes)

Parish House: \$50 per hour.

Church (Sanctuary) with access to restroom in Parish House: \$50 per hour.

Church (Sanctuary), Parish House and grounds: \$100 per hour. Reduced fees are negotiated for religious organizations and for registered nonprofit organizations. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board.

Member\* of the UUCM: 50% discount.

III. B. 8. FEES FOR COMMERCIAL EVENTS, ONE-TIME (e.g. sales parties, forprofit lectures, use of the church as a film set)

Parish House: \$100 for the first three hours, \$25 per hour for additional time. Church (Sanctuary) with access to restroom in Parish House: \$100 for the first three hours, \$50 per hour for additional time. Church (Sanctuary), Parish House and grounds: \$150 for the first three hours, \$50 per hour for additional time.

Member\* of the UUCM: 50% discount.

III. B. 9. FEES FOR COFFEE

For all UUCM events, we provide everything needed for coffee and tea service free of charge. Building users are responsible for setting up and making the coffee, as well as cleaning up after the event. For non-UUCM events, fees for coffee are:

\$15 for events with 21-50 people;

\$30 for events with 50-100 people.

We are not equipped to provide a coffee setup for over 100 people; the event planner should bring in supplies and equipment.

### III. C. CLEANING DEPOSITS

For all non-UUCM events, there is a required cleaning deposit: \$50 for the Parish House, \$50 for the Church (Sanctuary) with access to the Parish House restroom, and \$100 for the Church (Sanctuary), Parish House and grounds. Accepted methods of payment are cash, check or money order. Checks should be made payable to UU Church of Meadville. The cleaning deposit should be sent to:

Administrator  
Unitarian Universalist Church of Meadville  
346 Chestnut Street  
Meadville PA 16335

The building use reservation is confirmed upon receipt of the cleaning deposit, along with any other deposit required by the Administrator. After the event or series of events has ended, the cleaning deposit will be refunded if the Administrator determines that the building(s) have been returned to the condition in which the user found them. If the building user does not leave the building(s) in acceptable condition, the UUCM will pay for cleaning and deduct that cost from the refund.

### III. D. RULES FOR USE

III. D. 1. PAYMENT: Payment in full is expected no later than the day of the event, prior to the event. The cleaning deposit will not be considered part of the payment.

III. D. 2. LIABILITY INSURANCE: All non-UUCM organizations and individuals contracting for building use are required to provide proof of sufficient insurance coverage as a condition of using the building. This requirement may be waived for non-profit organizations whose income is derived primarily from member donations. Professional caterers hired for events must have liability insurance. The UUCM retains the right to be named as an additional insured in an endorsement to a commercial user's liability insurance policy.

III. D. 3. FIRE SAFETY: Candles may be lit in the Church (Sanctuary) and in Parish House but should never be left unattended. In the Church (Sanctuary), a fire extinguisher is located adjacent to the pulpit in the choir seating area. There are two fire extinguishers on the first floor of the Parish House--one at the base of the stairs to the second floor and the other next to the refrigerator in the Kitchen. One fire extinguisher is on the second floor at the end of the hall near the entrance to the Youth Group Room.

III. D. 4. SMOKING: Smoking is not permitted in the buildings.

III. D. 5. FIRST AID AND 911: A first aid kit is available in the first floor bathroom of the Parish House. For emergencies, there are telephones in the Administrator's Office, Library and Nursery. Give 911 this address: 346 Chestnut Street, Meadville, PA 16335.

III. D. 6. ALCOHOL: All service of alcoholic beverages shall be in accordance with the laws of the Commonwealth of Pennsylvania. Minors may never be served alcohol.

UUCM events. Alcohol is not permitted at UUCM business gatherings (e.g. Executive Board meetings), and should not be left in the building after an event.

Non-UUCM events. A building user wishing to serve alcoholic beverages must (a) have approval from the UUCM Administrator, (b) purchase short-term liability insurance to cover the event, (c) set up a bar with a person of legal age serving drinks, (d) stop drink service one hour before the event's conclusion, (e) make sure that minors are not served, and (f) remove all alcohol from the building following the event. The building user is liable for any claims resulting from the use or serving of alcohol.

III. D. 7. SUPPLIES: For non-UUCM events, users of the buildings should bring in any supplies they need, including paper and pens, art supplies, disposable dishes and utensils, etc. (See II. B. Parish House for supplies we do provide.) Use of the copy machine and the UUCM's copy paper is prohibited.

III. D. 8. SETUP IN THE CHURCH: In the Church (Sanctuary), the pulpit and other furniture on the dais may be carefully moved off the dais or rearranged. After the event, all items must be returned to their original positions. Building users planning to use the sound system will receive a required orientation to it when they are given access to the building.

III. D. 9. PIANOS AND ORGAN: The piano in the Church (Sanctuary) and the piano in Parish House may be used. (A fee to tune the piano may be charged.) Other than sheet music, no items should be placed on the pianos. The organ may be used only if this has been requested in the Building Use Application and approved by the Administrator.

III. D. 10. SETUP IN PARISH HOUSE: Tables and chairs may be arranged as needed. No cellophane tape or staples may be used to adhere items to the walls. After the event, all items must be returned to their original positions.

III. D. 11. NURSERY: If used for child care, the building user is responsible for arranging child supervision in accordance with the [UUCM's Safe Congregation Policy](#). After the event, all items must be returned to their original positions.

III. D. 12. SUPERVISION OF MINORS: Parents or guardians must supervise children brought into the building(s) unless child care is provided by the event organizer. All activities involving minors must be properly chaperoned in accordance with the [UUCM's Safe Congregation Policy](#).

III. D. 13. REMOVAL OF ITEMS FROM THE BUILDING(S): No UUCM property (e.g. chairs, tables, easels, coffee makers, etc.) may be borrowed, rented or taken from the premises by members, friends or non-members unless the items are to be used for a UUCM event at a different location. Only members\* and friends\*\* may borrow books from the UUCM library.

III. D. 14. DELIVERIES: If items are to be delivered to the Church (Sanctuary) or Parish House before an event (e.g. tables and chairs, tents, flowers, food,) the event planner must include this time on the Building Use Application so that the Administrator can give access to the building if necessary. The event planner is responsible for having someone present to receive and sign for the items, as well as to supervise the items' being taken away after the event.

III. D. 15. CLEANUP: Building users should clean up after the event and return all items to their original places. Trash should go in the trash receptacles and recyclables in the marked recyclable container. The cleaning deposit will be returned if the Administrator or a designated representative determines that the building(s) were returned to the condition in which the user found them. If additional cleaning must be done at the UUCM's expense, the amount spent, which may be all or part of the cleaning deposit, will not be returned.

III. D. 16. PROPERTY DAMAGE: Building users are responsible for any damage to UUCM property that occurs during their contracted hours of use.

III. D. 17. LOST AND FOUND: The UUCM is not responsible for items left behind in the building(s) or on the grounds. Contact the Administrator about lost items. Items will not be held for more than a month.

\*Member: A member of the UUCM as defined by the Bylaws of the Unitarian Universalist Church of Meadville.

\*\*Friend: A friend of the UUCM is a person listed in the official church directory who regularly attends scheduled services, makes a continuing service contribution, but is not enrolled as a member.