

**UUCM Building Use Policy and Guidelines**  
**Revised: April 5, 2022**

**I. PURPOSE**

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. We enjoy seeing our facilities used for purposes that further our vision of a diverse, loving, just, and sustainable world.

To that end, we offer the use of our buildings only for events that are consistent with the UUCM's mission, aligned with the principles of the Unitarian Universalist Association, and designed to provide a safe experience for participants with minimal environmental impact. To maintain UUCM's integrity and identity, as well as the trust of our members, friends, and the wider community, the UUCM Board reserves the right to deny any building use request that the Board in its sole judgment deems to be inconsistent with our mission, principles, participant safety, or sound environmental practices.

**II. BUILDINGS**

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

The Church sanctuary building 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. Building users are welcome to use the coatroom at the rear of the sanctuary during their event. 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.

Use of the sanctuary is intended only for events that are consistent with the sanctuary's designation as a sacred space.

**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 five 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)

There are four second-floor rooms including:

Whitney Room (*Capacity*: 25)

Youth Group Room (*Capacity*: 11)

Large activity room

Nursery (*Capacity*: 14)

There are two gender neutral restrooms on the first floor. There is a third gender neutral restroom on the second floor. Building users are welcome to use the coat closets in the entryway during their events.

The Parish House also houses the offices of the Church Administrator and Minister. These spaces 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. People using the space should consult with the Church Administrator to determine whether there are sufficient tables and chairs to meet their needs. 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 UUCM buildings are surrounded by a lawn, with shrubs and flower beds often offering seasonal color. Individuals and groups renting space in UUCM buildings are

welcome to use the UUCM grounds during the event. However, event planners should be aware that these are public spaces and there may be other groups renting UUCM building space at the same time, so exclusive use cannot be guaranteed. People wishing to use the grounds should talk to the UUCM Administrator to learn where the property lines are, whether there are other groups using the space at the desired time, and what is permitted on UUCM grounds.

## 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, instructions for closing up, etc., as applicable.

## III. IMPLEMENTATION OF OUR POLICY

### III. A. PROCEDURES

To ensure that events do not conflict, all events must be scheduled and approved by the Church Administrator who maintains a calendar of UUCM building use.

#### III. A. 1. BUILDING USE FOR UUCM EVENTS

UUCM events include Sunday services and associated activities; activities organized on behalf of the Church by the UUCM Parish Board or their designees, UUCM committees, or staff; and memorial services for UUCM members and friends. There is no fee for UUCM events.

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

Any group or individual is welcome to 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, the UUA's Seven Principles, the safety of likely participants, and sound environmental stewardship. If there is a question as to whether the building use request meets these criteria, the matter is referred to the Parish Board, which 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. 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. A cleaning deposit is required to hold any reservation for building use for a non-UUCM event, and the Church Administrator reserves the right to require an advance deposit of up to 50% of the total rental fee. Any required advance deposit is due with the cleaning deposit. The full fee is due prior to the event.

If a Building Use Application is approved, the Administrator will sign the Building Use Application and return a copy to the applicant. The applicant will then send the required cleaning deposit (see fees in Section III.C) to the address above. The reservation is confirmed upon receipt of the cleaning deposit, proof of insurance if required (see III.D), and any other required deposit. 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

Non-profit organizations, religious organizations, and other groups may apply for reduced rental fees. Such requests are reviewed by the Parish Board. The Parish Board has the sole authority to approve or deny fee reductions. Reductions are granted based on the alignment of the intended use with the UUCM's purpose as outlined in its mission, covenant and vision statements.

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

Standard Fees for UUCM Building Use	
Space	Fee
Church Sanctuary with access to Parish House restrooms	\$125 for the first three hours, \$25 per for each additional hour. Reservations must include reasonable amounts of time for event setup and takedown.
Sanctuary sound system	Groups wishing to use the sound system in the sanctuary will need to hire a church-approved sound technician. The Church Administrator can provide details.
Church Sanctuary with full use of the Parish House main floor. (e.g., for weddings with receptions on site.)	\$250 for the first three hours, \$40 per hour for each additional hour. Reservations must include reasonable amounts of time for event setup and takedown.
Arthur Room, Parlor, Dining Room or Kitchen.	\$30/room for the first hour and \$20/hour/room for each additional hour. For building uses in the Arthur Room, Parlor, or Dining Room, there is no charge to access the kitchen for coffee service or for water. More extensive use of the kitchen requires that the kitchen be rented in addition. Three or more rooms may be rented together for \$75/hour and \$40 per hour for additional time.

Parish House 2nd Floor Rooms	As of Spring 2022, the 2nd floor spaces are fully leased and unavailable for rental.
Coffee and Tea Service	Coffee and tea service is provided for building users who make prior arrangements with the Church Administrator. A donation of \$1 per event participant is requested for groups using this service. UUCM is not equipped to provide coffee setup for more than 100 people. The event planner should bring in supplies and equipment for larger events.

### 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

Exceptions to any of these rules must be approved by the Parish Board or a UUCM officer specifically authorized by the Board to grant exceptions.

III. D. 1. PAYMENT: Payment in full is required prior to the event. The cleaning deposit is not 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 North end of the hall.

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

III. D. 5. EMERGENCIES AND 911: For emergencies, call 911 and provide the operator 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.

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.)

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 the 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

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. 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. 12. 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.

III. D. 13. 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. 14. 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. 15. PROPERTY DAMAGE: Building users are responsible for any damage to UUCM property that occurs during their contracted hours of use.

III. D. 16. 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.