

Rental Policy Implementation Guidelines
Approved by the Board of Trustees on July 23, 2007

UUCR Rental Roles and Responsibilities

The **Church Administrator** is responsible for day-to-day rental activities, and (1) interacts with prospective renters, (2) negotiates and signs short-term and long-term lease agreements on behalf of the church, (3) negotiates discounts where appropriate and beneficial to the church, (4) maintains a filing system and up-to-date database of rental activities, (5) collects and records security deposits and other rental payments, (6) verifies renters are paying owed rents by the dates due, and informs renters of any late payments, (7) serves as the point-of-contact for damage reports, passing this information on to appropriate church staff and committee heads, (8) returns deposit checks to renters, less any fees charged for non-compliance with the rental agreement, (9) renews and/or makes adjustments to long-term leases, as required, and (10) informs renters of any issues impacting their rental status and takes corrective action.

The **Rental Taskforce** (and subsequently the **Rental Committee**) is responsible for all church rental activities delegated by the Board, and (1) assists the Church Administrator in non-routine matters and provides technical support, as needed, (2) develops, in consultation with the Publicity Committee, plans, publicity, or marketing materials for expanding church rental opportunities and income, (3) reviews and updates UUCR's rental application forms on a yearly basis, based upon user feedback, (4) reports periodically to the Board on UUCR's rental status, and recommends any needed changes to rental policies or regulations, and (5) periodically reviews published rental rates and based upon rental experience makes adjustments as appropriate.

The **Board of Trustees** approves UUCR's rental policies, rental rates and regulations governing use of church facilities. The Board appoints the Chair to the Rental Committee, provides policy guidance, and ensures that church rentals fit in appropriately with the overall use of church facilities. Periodically, the Board will review church rental practices to determine their effectiveness and make any changes deemed necessary.

The **Church Council** sets the church calendar and provides this information regularly to the Church Administrator to lock-in, as soon as practicable, dates for church sponsored events.

The **Treasurer** summarizes church rents on the monthly Treasurer's report and records security deposits from long term rentals on the balance sheet. The **Assistant Treasurer for Deposits** records all payments made to UUCR by rental groups and provides the Church Administrator and Rental Chairs with a monthly list of payments made by each renter. The **Assistant Treasurer for Expenses** writes checks to rental organizations to return security deposits (in all or in part) based upon vouchers submitted by the Church Administrator.

The **Buildings and Grounds Committee** oversees proper use of church facilities, and (1) inspects/fixes any damages to church facilities by rental groups and provides a voucher to the Church Administrator for billing the responsible party, (2) provides the Church Administrator with emergency points-of-contact names for renters to use in cases of emergency, (3) trains Rental Attendants who oversee large rental events on how to open and lock doors, use the thermostats, HVAC systems, and other building equipment that may be used, and (4) for unattended rentals, provides a standardized set of building use instructions to the Church Administrator for distribution to renters.

The **Music Committee** is responsible for care and maintenance of the church pianos, and (1) develops written instructions for use of church pianos for distribution to renters, and (2) approves use of church pianos for private parties and other celebratory occasions where professional musicians are not present.

The **Sound System Committee** assures the microphones and sound equipment in the Sanctuary and Founders Hall are in working condition, and develops written directions for use of the sound systems for distribution to Rental Attendants or renters.

The **Publicity Committee** supports the Rental Taskforce (or Rental Committee) by jointly developing advertising material designed to attract desirable renters who align with UU values, return a fair profit to UUCR, and minimally intrude on church space. The Publicity committee will post rental information on the church website and include rentals in other advertising done on behalf of the church.

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UUCR Regulations Attached to Rental Agreements

1. This Rental Agreement is binding upon signature of the church and Applicant and payment of the security deposit. To remain in effect, the total rental fee must be paid no later than 15 days before the event.
2. If a church Attendant is provided for this event, the Attendant will open and lock doors and, jointly with the Applicant, inspect the premises before and after the event. The Attendant will assist the Applicant on use of church systems and oversee proper use of church facilities. Use of an Attendant helps protect the Applicant from additional fees.
3. When an outer door key is needed for access to the building, it must be picked up from the UUCR office during the week prior to the scheduled event. The key must be returned to the office door slot immediately following the event. Duplication of keys is forbidden. A \$75.00 fee will be charged if the Applicant does not return any key(s).
4. The Applicant is restricted to use of the rooms rented plus the restrooms located in the same building and may not expand into other rooms, the hallway, or the kitchen, even if these rooms are not occupied by others. The church will deduct additional rent from any expanded room use beyond this agreement from the security deposit.
5. The Applicant is responsible for entering and exiting the rental space within the agreed hours. The church will deduct additional rent for any overstay from the security deposit.
6. The Applicant is responsible for any set-ups and take-downs required for its events and the protection of its own equipment unless other arrangements have been made with the church. Custodian services are not included, unless stipulated and paid in this agreement.
7. The Applicant is responsible for returning the rented rooms to the condition in which they were found, including removing all decorations after the event. No nails, screws, thumb tacks, glue, tape or other materials shall be used to hang items on walls or windows. Any tables and chairs used for set-ups must be returned to their original location. Restrooms must be left in good condition. Trash shall be bagged and placed in the outside dumpster and the premises left in a neat and orderly condition. If kitchen use is permitted, the kitchen must be left clean and all dishes, silverware, and utensils washed and returned to their proper places. The Applicant will be assessed a \$30/hour custodian fee for any church clean-up to return the premises to their original condition.
8. The Applicant is not permitted to use any church equipment or musical instruments without prior agreement and appropriate payment of a rental fee. Any materials or equipment brought into the building(s) must be removed promptly after the event.
9. The Applicant is responsible for maintaining order at its events. No drinks, food, heavy objects, or other potentially harming materials shall be placed upon the church pianos, or other easily damaged church furniture. Incense or other odorous substances shall not be used, without prior approval. Excessive noise or other unseemly behavior disruptive to neighbors is prohibited. Rental attendees may not adjust room thermostats.

10. NO SMOKING is permitted in any of the buildings.

11. The Applicant is responsible for assuring that no firearms or other weapons, fireworks, illegal drugs or other contraband are permitted on Church premises.

12. Use of alcoholic beverages is prohibited unless approved in this agreement. When allowed, only beer, wine, or light punches may be served on church property. At any activity when alcoholic beverages are available, nonalcoholic beverages must also be available. The Applicant is responsible for obtaining any required temporary liquor license and complying with Montgomery County liquor ordinances.

13. Adult leaders of children and youth groups (with teens under the age of 21) must be on the premises 15 minutes in advance of their group's meetings, and must remain on site until all members of the group have left. There must be a minimum of two adult leaders present (ages 21 or older) who shall assure group members follow the regulations set forth herein.

14. The Applicant agrees to not practice, formally or informally, discrimination based on race, ethnicity, gender, or sexual orientation.

15. The Applicant is responsible for closing and locking all windows, turning off lights, including bathrooms, and locking all doors. The church reserves the right to charge the Applicant a \$50.00 fee if any of these items is neglected.

16. The Applicant agrees to reimburse the Church for any damage to or loss of Church property resulting from its use of the premises, or failure to secure building doors and windows prior to leaving. This damage must be reported to the Church office no later than the next business day (301-762-7666). If the damage, such as a broken windows or door, appears to endanger the security of the buildings or the safety of occupants, it should be reported immediately to: _____ at Telephone:

17. The security deposit will be returned to the renting organization within 30 days following the event, minus any fees charged for non-compliance with these regulations. If the Applicant cancels less than 30 days prior to the event, the entire security deposit will be forfeited. Applicants forfeit the paid rental fee for cancellations less than 15 days prior to the event. Otherwise, cancellations are subject to a 15% administrative fee, taken from the security deposit.

Applicant has read and agrees to abide by the UUCR rental regulations

Signature _____ Date: _____