

Board of Trustees Rental Policy
Unitarian Universalist Congregation of Rockville

Adopted _____/s/ Jill Asman_____ July 23, 2007

Revised _____/s/ Nancy Klag_____ July 22, 2013

Signature of Board Chair

General Policy Statement

The buildings and grounds (the facilities) of UUCR shall be used primarily to serve the needs of the church and of its members. When portions of our church facilities are not being used for congregant activities, they may be leased or rented to outside organizations, following the terms established in this policy document and our rental agreements. The Church Administrator, with the active guidance of the Minister, will ensure UUCR rents only to individuals or groups whose philosophies and activities are aligned with the principles of Unitarian Universalism.

A well managed rental program can provide a large source of operating income to UUCR, with minimal disruptions to existing church programs. The Board places a high priority on developing a vibrant and profitable rental program at UUCR to reduce our high reliance on pledge income to support church programs.

Rental Agreements

When renting UUCR facilities, all individuals and groups, including congregation members and friends, are required to sign UUCR rental agreements, leave deposits, and agree to the regulations governing use of church space. UUCR shall use two types of agreements to cover its rental activities: (1) Building Use Contract – Rental Agreement (Short-Term Rentals), and (2) Long-Term Lease Agreement.

Rental Program Responsibilities

The Church Administrator is responsible for day-to-day rental activities and negotiates and signs rental agreements on behalf of the church and in accordance with the terms of this policy. The Church Administrator consults with other church groups as appropriate, including: the Minister, the Board of Trustees, the Lay Ministry Council, the Treasurer and Assistant Treasurers, the Finance Committee, the Building and Grounds Committee, the Sound System Committee, the Music Committee, and the Publicity Committee.

Rental Policy Administration

1. The Regulations governing use of church facilities by renters are listed in the UUCR Regulations Attached to Rental Agreements (revised 2013), and added as an addendum to the short-term rental agreement (these terms are built into the long-term lease contracts). These regulations cover all aspects of renter conduct and ensure the safety of participants, orderly behavior, and the protection of church property.
2. The Church Administrator shall refuse any rental request that is judged to be problematic or not in the best interests of the church. For events that could potentially damage church property, a rental agreement shall not be signed without the renter agreeing to take appropriate steps to protect church property.
3. Whenever any rental arrangement begins to interfere with church programs, the Minister and Church Administrator will confer and decide on an appropriate course of action. The church may request changes in the rental agreement or terminate it by invoking the termination clause provided in the lease agreements. As church programs grow and additional space is needed, the church may displace renters by invoking the termination clause in the lease agreements.
4. The church reserves the right to appoint congregational Rental Attendant(s), to open and lock doors, operate the HVAC and sound systems, oversee proper use of church property, and assure proper clean-up of the rented space. A Rental Attendant is typically required for large events such as weddings, receptions, and other celebratory occasions where food and drink are served, and a rental attendant is required whenever the sanctuary is rented. Attendants shall be trained on their duties and the use of church systems and shall file a Rental Attendant's Report for the events they oversee.
5. UUCR's long term lease agreements shall contain language that permits the congregation to use its facilities (in place of the renter) under situations of significant need; for example, memorial services. Single event rentals will not contain this provision as major celebratory occasions such as weddings must be guaranteed. However, the scheduling of these rentals, particularly for the Sanctuary, will be sufficiently spaced to assure adequate availability of church facilities by the congregation. Rental times for the Sanctuary would typically not exceed ½ of the free time available for weekend events.
6. The church strongly discourages the storage of any equipment or other materials on its premises by outside groups renting space. Any arrangements by the church to store renter possessions must be included in the rental agreement and include a suitable monthly storage fee.
7. Contributing members and friends, in supporting UUCR through volunteer work and pledges, qualify for special rental rates. Contributing members/friends are those who

have attended UUCR for more than one year and have contributed through pledging to the UUCR operating fund.

8. The Church Administrator may adjust rates and renter requirements as appropriate, in consultation with the Finance Committee. The Church Administrator, as UUCR's point-of-contact with renters, is also authorized to negotiate day-to-day rentals, including making adjustments to rental rates, if necessary to secure a desirable rental. The Church Administrator will consult with the Minister, as appropriate, on any sensitive rental matters.

Rental Rates

The rental rates for use of church facilities are shown on the UUCR website. Periodically, the Church Administrator will review the rates and make adjustments, as appropriate, to successfully carry out UUCR's rental program as defined by the Board's Rental Policy. Discounts to the rental rates are available for special groups as described below. Certain charges are never discounted, including: the security deposit, custodian fees, and/or Rental Attendant fees. All rentals provide the renter with a minimum of a 3-hour time period for their use of the rented facilities.

1. Congregation Sponsored Events

There is no rental fee for UUCR sponsored events; for example: committee functions, UU District related functions, and Board approved functions co-sponsored by UUCR and an outside organization.

2. Rentals by UUCR Contributing Members and Friends

(a) There is no rental fee for memorial services, including members of the immediate family, but a contribution to the UUCR Operating Fund is encouraged. However, full fees are paid for custodial services and rental attendant.

(b) There is no rental fee for weddings or other devotional events (where a religious leader officiates), but a contribution to the UUCR Operating Fund is encouraged. However, full fees are paid for custodial services and rental attendant.

(c) There is a 50% discount for all other rentals, excluding business or commercial events; and full fees are paid for custodial services and rental attendant.

3. Rentals to Religious or Community Service Organizations

(a) There is a 50% rental discount available to other religious institutions, and to charities performing community services supportive of UUA principles and UUCR's mission.

(b) For long term rentals, UUCR offers a limited number of 80% rental discounts to financially needy organizations who are unable to pay the 50% rate, but provide services highly regarded in the local community. Such rentals shall constitute no more than 20% of the church's long-term rentals. The 80% discount rate is not available for rental of the Sanctuary or for celebratory occasions.

4. Long Term Rentals

There is a 40% discount available to all individuals and organizations that enter into seasonal or long term rentals of congregational facilities. Such groups must sign a lease and use the rented church facilities for a minimum of six times a year.

5. Rentals to Individuals and Organizations

(a) Businesses, non-profit organizations, or the public wishing to rent the congregation's facilities pay normal rental rates. Special rate packages are available for weddings, memorials, music performances, conferences, business meetings or other large public gatherings.

(b) There are no special discounts available to the relatives of UUCR's contributing members and friends, other than for memorial services of the immediate family.