



**Unitarian Universalist Fellowship of San Luis Obispo County**

2201 Lawton Ave, San Luis Obispo, CA 93401

Phone (805) 439-0188 Email: office.uuslo@gmail.com

**Facilities Use Policy for  
Non-Fellowship Organizations and Groups**

I. Basic Policies:

- A. The Fellowship building is to be used to further the ongoing work of this congregation. Our Unitarian Universalist Fellowship of San Luis Obispo County (UUFSLOC) programs have first priority for the use of the facilities. The facilities are available to other organizations and groups whose interests and purposes are compatible with the mission of the Fellowship.
- B. The facilities cannot be used for Partisan political, business, or promotional activities.
- C. Any use of the facilities by a minister or other religious professional will need prior approval by the UUFSLOC Minister or her/his designee.

II. Application Procedure:

- A. Applicant shall initially complete a Facility Use Packet with the following:
  - 1. *Facility Use Application and Agreement*
  - 2. *Facility Use Policy: Non-Fellowship Organizations and Groups*
  - 3. *Facility Use Regulations*
  - 4. *Facility Use Fees*
- B. A copy of the completed *Application, Regulations, Fees, and Policies* will be kept on file in the office. The Applicant will update these forms annually for recurrent rentals. The Administrator will return a copy of these forms to the Applicant after approval.
- C. The *Facility Use Agreement* will be completed by the Applicant for each building use and returned to the Administrator with any required deposit at least 10 days prior to the event. The Administrator will approve or disapprove the use, file one copy and provide one copy to the Applicant.

III. Additional Policies:

- A. Applicants using the facility by Fellowship invitation, on approval of the Minister and Ministry Council, may be exempt from fees. Deposits may still be required as outlined in *Facility Use Fees* and returned if no damage or extra cleaning is needed.
- B. Applicant shall use only those facilities described in the *Facility Use Agreement*
- C. Applicant shall provide and be responsible for adult supervision of children.
- D. The Administrator shall review all applications for approval or rejection within 10 days of submission. Any application which is rejected shall be reviewed by the Minister prior to notification of the Applicant of the rejection.
- E. A *Certificate of Insurance* naming the UUFSLOC as an additional insured party may be required of the Applicant prior to facility usage.
- F. Parking is permitted in the parking lot and on the streets as City ordinances allow.

Applicant \_\_\_\_\_

Organization

Date \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Position)

\_\_\_\_\_  
Signature



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**FACILITY USE REGULATIONS**

1. This is a smoke-free building. Smoking is only permitted outside. No food or beverages (other than water) are allowed in the Sanctuary.
2. The Applicant shall comply with the intended use of the building and grounds as stated on the *Facility Use Agreement* and shall not interfere with the regular conduct of the Fellowship's programs.
3. The UUFSLOC reserves the right to make rules and regulations which it deems necessary for the safety, care, and cleanliness of the premises in addition to these regulations.
4. The Applicant shall comply with all local, state and federal government regulations and all UUFSLOC policies regarding use of the premises.
5. The Applicant shall defend, indemnify, and hold harmless the Unitarian Universalist Fellowship of San Luis Obispo County (UUFSLOC), its officers, agents, employees and congregation from all claims or demands for injury to any person associated with the Applicant and for losses to the Applicant's property arising out of the use of this agreement.
6. The Applicant shall take precautionary measures to protect the UUFSLOC from any damage whatsoever. Nothing shall be posted on the walls without prior approval of the Administrator.
7. The Applicant shall guarantee and agree that any UUFSLOC property, real or personal, which is damaged by the use thereof, will be repaired or replaced (at the option of the UUFSLOC) at the expense of the Applicant.

Applicant \_\_\_\_\_  
Organization

Date \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Position)

\_\_\_\_\_  
Signature



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### FACILITY USE FEES

<u>ROOM</u>	<u>DIMENSIONS (approx)</u>	<u>SEATING CAPACITY</u>	<u>FEE</u>
Sanctuary	75' x 40'	181	\$175
Social Hall	35' x 28'	60	\$50
Meeting Room	20' x 12'	12	\$25
Library	24' x 12'	12	\$25
Kitchen	N/A	N/A	\$20

- This fee schedule applies to single event rentals up to 4 hours long. Each additional hour is at ¼ the fee stated above.
- The Social Hall has the potential for expanded space with seating up to 100. Speak with the Administrator for details.
- Additional fees apply for use of special equipment - see attached list.
- Checks should be made out to "UUFSLOC". See the Administrator for credit card payment through Pay Pal.
- A deposit of \$100 is required for any event with 75 or more in attendance. A deposit of \$50 may be required for smaller events if the kitchen is used or food is served.
- Deposit is *in addition* to the rental fees and will be returned if the facility is properly left (no damage is done, no extra cleaning required, and no furniture rearrangement needed). The room must be left as it was found.
- Reduced fees for **non-profit groups** renting for more than 4 hours may be negotiated by the Minister or the Administrator. Reduced fees are not available for the Sanctuary.
- Members of the Fellowship pay 50% of facility use cost for private functions (weddings, birthday parties, etc...). Members pay no fee for Fellowship sponsored events. All fees for members may be waived at the discretion of the Minister.



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**Facility Use Application and Agreement**

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Email \_\_\_\_\_

Organization Representative \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Room(s) you wish to use: Sanctuary \_\_\_ Social Hall \_\_\_ Meeting Room \_\_\_ Kitchen \_\_\_ Library \_\_\_

Purpose of event: \_\_\_\_\_

Public event? Yes \_\_\_ No \_\_\_ Admission to be charged? Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Time \_\_\_\_\_ Alternative date & time: \_\_\_\_\_

Attendance estimate: Adults \_\_\_\_\_ Children \_\_\_\_\_ Will you serve refreshments? \_\_\_\_\_

Non-profit groups may request reduced facility charges. To do so, please state your reason: \_\_\_\_\_

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The Unitarian Universalist Fellowship of San Luis Obispo County (UUFSLOC) and \_\_\_\_\_ (Renter), agree as follows:

The above described facilities at 2201 Lawton Ave, San Luis Obispo, CA., will be rented on these dates:

\_\_\_\_\_

Certificate of Insurance provided by: \_\_\_\_\_ Amount: \_\_\_\_\_

**NON-PROFIT STATUS**

To Qualify for Non-Profit Status, renter agrees to:

Provide a Welfare Exemption Claim when the facilities are used more than once a week.

Provide a tax letter, designating non-profit status {501(c) (3)} or income tax returns (if applicable) for use once a week or less.

Provide Tax ID Number: \_\_\_\_\_, if use is less than three (3) times a year.

The Renter agrees to pay a deposit of: \$ \_\_\_\_\_, and rent of: \$ \_\_\_\_\_

The Renter acknowledges that these premises are in good condition with any exceptions separately noted. Any deposit (if taken) shall be returned within three (3) weeks after vacating - if premises are left in good order. If entire deposit is not returned, the Renter shall be provided with a written explanation of why. The Renter agrees to comply with the *Facility Use Policies* and the *Facility Use Regulations* which are a part of this agreement.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY:**

Reviewed by: \_\_\_\_\_ Approved? Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

## Additional Equipment and Staff

Fee is for a 4 hour block with room. Personnel request will be honored depending on availability. Personnel will be paid separately except Custodian. All these items must be approved in advance by the appropriate staff member.

<u>Item</u>	<u>Notes</u>	<u>Fee</u>
<input type="radio"/> Piano		\$50
<input type="radio"/> Keyboard		\$20
<input type="radio"/> Other Instruments	Discuss in advance with M.D.	_____
<input type="radio"/> Basic Sound System	Sanctuary only	
<input type="radio"/> Full AV	Sanctuary only, Tech also required	\$25
<input type="radio"/> Projector / Screen		\$15
<input type="radio"/> Printer	\$.04 per copy, B&W, 8.5x11, single side \$.08 per copy, Color, 8.5x11, single side	
<input type="radio"/> Full Dish Use	For more than 20 settings	\$25
<input type="radio"/> Tablecloths	Quantity needed _____	\$2 per = _____
<input type="radio"/> Sound Tech		\$100
<input type="radio"/> Full AV Tech		\$125
<input type="radio"/> Custodian		\$75
<input type="radio"/> Set-up / Clean-up Labor	Per hour fees can be arranged	\$75
<input type="radio"/> Pianist	(includes use of piano / keyboard)	\$125
<input type="radio"/> Child Care		\$75
<input type="radio"/> Office	Three available; only on approval	\$25
<input type="radio"/> Nursery	Child Care provider also required	\$25
<input type="radio"/> Art Room	Child Care provider also required Art supplies not included	\$25