

V. Building and property	Approved by: Board of Directors
Building rental	Adopted: February 22, 2018

General

- The Office Manager oversees rental and non-rental building use.
- UUFF does not carry liability insurance naming any renters as insured for damages, accidents, injuries, or incidents occurring as a result of the renter's use of the premises or the renter's activities off the premises. The renters must agree that they will indemnify and hold UUFF harmless from any and all claims that may arise from damages, injuries, or incidents not covered by the renter's policy of insurance.
- Risk for any personal property brought to the UUFF premises are assumed by the renter. UUFF assumes no responsibility for items left at the church. Usable items left after two months will be donated.
- It is the renter's responsibility to leave the facility in a clean, neat condition.
- Rooms not rented may not be used during an event for any purpose. The minister's office upstairs and the teen room downstairs are NOT available for rent.
- A security deposit will be posted prior to the rental to secure the date.
- Anyone playing the grand piano in the Sanctuary must be approved by the Music Director prior to the rental event.

Reservations

- Reservations are made on a first come, first served basis.
- All reservations should be made through the office manager. The official UUFF rental agreement must be filled out completely, dated, and signed to be valid.
- Rentals and all building use events must be put on the office calendar, but only after the office manager has approved and validated that no other event is happening on that date.
- Payment may not be made after the rental has occurred.

Rental Rates

- Rental Rates will be set and changed by the UUFF Board, in cooperation with the Office Manager. The UUFF Board must approve any rental rate changes.

Member Rates

UUFF member rates apply only to UUFF members in good standing. Member rates may be extended to non-members for events, weddings and memorial services in the following cases:

- A member may secure the member rate for an event only if that member is an integral part of organizing and a participant of the event itself. The member must be in attendance at the event and take full responsibility for the rental, including clean-up.
- Person being married or memorialized is a direct relation to the UUFF member (child, sibling, parent, etc.)
- A UUFF member in good standing is officiating the wedding or memorial service.

Non-Profit Rates

A non-profit group may qualify for the non-profit rate if it is a recognized 501c3 or other religious organization. If a group feels it is a non-profit group but does not have 501c3 status, they may petition the board to be recognized and qualify for the non-profit rate.

Additional Discounts

Additional discounts to our rates will be considered by the UUFF Board. Regardless of the outcome of a Board petition, a nominal \$50 donation will be requested for cold-weather rentals that require heating of the sanctuary.

Security Deposit

When reserving the rental date, a security deposit in the amount of \$250 is required. If the facility is not cleaned satisfactorily or any damage is found, the security deposit, or a portion thereof, will not be returned. No security deposit is required for member rentals.

Length of Rental

Each rental is for a full day, regardless of the time using the facilities. We do not give hourly rates or discounts if the building is only being used for a short time. Care is given to not double book the facility to assure an exclusive use of our building. If we find we need to have another group (outside rental or UUFF related) using the building during a rental, the person responsible for the rental that was scheduled first will be notified ahead of time and given the option to accept or decline the additional event in the building.

Set-up for Event

A renter may set up for a rental event the day before as long as it doesn't conflict with any other building use. If the additional date for set up or preparation requires heating the sanctuary, the cost of an additional rental date or donation towards heating costs may be requested.

Long Term Rentals

Long term rentals are welcomed at UUFF. An agreement and price of the rental will be arranged with the group requesting this type of rental by the UUFF Board. Requests should be made initially to the Office Manager, and then a formal request will be presented to the UUFF Board by the renters.

Alcohol

UUFF does not prohibit the use of alcohol on the premises, but it is expected that good taste and moderation will prevail. Alcoholic beverages may not be sold unless an Alaska Beverage Control Board (ABC) permit has been obtained and sufficient insurance is provided by the renter. A non-alcoholic beverage must be provided when alcohol is served. The regulations of the ABC must be followed. The renter assumes all liability in regards to alcohol consumption during their rental.

Wedding Rentals

Unitarian Universalist Fellowship of Fairbanks is available for weddings of members and non-members, including those with no formal religious affiliation.

- All weddings are to be officiated by the current minister of UUFF or, at the minister's discretion, an approved UUFF officiant or officiant selected by the couple.
- Any minister fees are separate from the rental fees.

Same Sex Weddings

Weddings for same-sex couples are warmly welcomed at the Unitarian Universalist Fellowship of Fairbanks. There is no difference in church policy between same-sex weddings and opposite-sex weddings.

Celebratory Releases

Throwing rice is NOT permitted on the church premises of the building at any time. Birdseed and bubbles are allowed out of doors. No live bird, live butterfly, mylar or paper confetti, Chinese paper lantern, or balloon releases.

