

SPACE USE POLICY

First Unitarian Church
605 Morewood Avenue
Pittsburgh, PA 15213
412/621-8008

www.first-unitarian-pgh.org

May 1, 2008

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INTRODUCTION TO FIRST UNITARIAN CHURCH

Message from the Minister/CEO

To All Those Using Space for Events at First Unitarian Church—

In accord with our Mission Statement and our Ends Policy, the First Unitarian Church provides space for worship services, religious education classes, meetings, and many other events. We seek to provide spaces which are safe, clean, comfortable, attractive, well-furnished, well-lit, well-maintained, and well-equipped.

Several thousand individual events requiring space take place at First Unitarian Church each year. Some events include members and friends of First Unitarian Church. Other events are open to the public. Food and beverages may be served at one event, requiring special attention to set-up and clean-up. Fine musical instruments and special lighting may be used at another event. Some events involve children and youth, while others involve adults. Some events are large, while others are small.

Given the great number as well as the great diversity of events taking place at First Unitarian Church, church leaders have worked out these policies and procedures which apply to everyone who uses space here. First and foremost, these policies and procedures are designed to ensure the safety of everyone who attends an event here. These policies and procedures are also designed to provide an orderly way for individuals to schedule events and to ensure that all of our gathering spaces are in good shape for subsequent events. In rare instances it may be possible to make exceptions to these policies and procedures, but let us all keep in mind that two important reasons for having policies and procedures in the first place are to promote fairness through consistency and to avoid time-consuming entanglement with specialized arrangements for specific events.

I hope that all events which take place here at First Unitarian Church provide worthwhile experiences and promote significant relationships for all who participate.

Rev. David Herndon
May 1, 2008

Mission Statement

The First Unitarian Church of Pittsburgh provides an intentional, supportive, and inclusive religious community where individuals of all ages and diverse beliefs, sustained by the seven Unitarian Universalist principles, seek personal growth and strive to promote social justice within the congregation and in the world beyond.

Ends Policy

Ends Policy 1.0: Global Ends Statement

The First Unitarian Church of Pittsburgh exists so that people who share Unitarian Universalist values can gather in a liberal religious community for spiritual and intellectual growth and social transformation, with resources comparable to other thriving religious organizations.

Ends Policy 1.1: Stewardship

The Church community has the use of appropriate resources to meet all ends.

1. Church leaders have access to sufficient funds and resources to cover the cost and requirements of programs and activities.
2. Church leaders have access to sufficient funds and resources for the maintenance of the building, grounds and other physical property.
3. The Church community has well-maintained buildings, grounds and other physical property sufficient to meet the requirements of programs and activities.
4. The Church community has responsibly-managed financial resources.
5. Members, friends and visitors of all ages are safe and secure in the church building and on the grounds.
6. Members have a sense of shared ownership in the governance and functioning of the church.

Ends Policy 1.2: Worship Services

Members, friends and visitors experience worship services of the highest quality.

1. Members, friends and visitors experience teachings, writings and messages grounded in UU theology, history and traditions and from a variety of other sources, as appropriate.
2. Members, friends, and visitors experience forms of spiritual expression grounded in UU theology, history and traditions and from a variety of other sources, as appropriate.
3. Members, friends and visitors experience services that are engaging, well-organized, and skillfully prepared and led.

4. Members, friends and visitors of all physical abilities have a safe, comfortable and enjoyable environment to explore, develop and express their spiritual and religious identity.
5. Children and youth feel welcomed and are an integral part of worship.

Ends Policy 1.3: Music and the Arts

Members, friends and visitors experience excellent visual and performing arts.

1. Members, friends and visitors of all ages who wish to express themselves through music and the arts have ample opportunities to do so.
2. Members and friends of all ages and abilities participate in performance groups.
3. Members, friends and the community attend excellent public concerts and other events at the Church which reflect musical and cultural diversity.
4. People attending worship services experience high quality and diverse performances by our music staff, members of our performing arts groups and invited guests.

Ends Policy 1.4: Lifespan Faith Development

Members, friends and visitors of all ages grow spiritually, ethically and intellectually.

1. People of all ages and abilities participate in age-appropriate religious education classes or activities.
2. All children and youth experience high quality religious education programs.
3. All members have a good understanding of the history and traditions of First Unitarian Church of Pittsburgh.
4. Members, friends and visitors grow spiritually, ethically and intellectually by exploring theology, history, traditions and values of both Unitarian Universalism and other world religious traditions.
5. Members, friends and visitors grow spiritually, ethically and intellectually by studying contemporary and historical issues of personal, ethical, social, and political significance.
6. Participants in lifespan faith development programs experience a safe physical, intellectual and spiritual environment for liberal thought and self-expression.

Ends Policy 1.5: Social Responsibility

Members, friends and visitors support social justice, social service, non-violent conflict resolution and environmental sustainability.

1. Members, friends and visitors of all ages are aware of activities in our church and the wider community that promote social justice, social service, non-violent conflict resolution and environmental sustainability.

2. Members and friends participate in social justice, social service, non-violent conflict resolution and environmental sustainability activities both in the church and in the larger community.
3. Children and youth participate in age-appropriate activities or events focused on social justice, social service, non-violent conflict resolution and environmental sustainability

Ends Policy 1.6: Caring Community

Members, friends, visitors, and their families, feel welcomed, nurtured and supported.

1. Members and friends, and their families, deepen connections with each other by joining together in times of celebration and fellowship.
2. Members, friends, visitors, and their families, receive support and care during challenging life experiences.
3. Visitors are warmly and personally welcomed.

Ends Policy 1.7: The Unitarian Universalist Community

The Unitarian Universalist community is stronger because of the leadership and support provided by the First Unitarian Church of Pittsburgh.

CATEGORIES OF USERS

Congregation

The congregation as a whole gathers in the Sanctuary for worship on Sunday mornings. From the Sunday after Labor Day through the second Sunday in June, Sunday morning services take place at 9:30 and 11:00 AM. On the remaining twelve Sundays, from the third Sunday in June through the last Sunday before Labor Day, Sunday morning services take place at 10:00 AM. The congregation as a whole also gathers in the Sanctuary for worship on Christmas Eve, the evening of Good Friday, and the evening of the winter Solstice. The Sanctuary is not available for rentals or church meetings during any of these times.

Children and Youth

Children and youth attend religious education classes on most Sunday mornings from the Sunday after Labor Day through the second Sunday in June, and on eight of the twelve Sundays from the third Sunday in June through the last Sunday before Labor Day. Religious education classrooms (including the Priestley Room, the Eliot Room, the Gandhi Room, the Fahs Room/Nursery, the Middle School Room, and the High School Room) are not available for rentals or church meetings during any of these times without special permission from the Director of Ministries with Children and Youth.

Church Staff Members

Program staff members may reserve space at the church for gatherings they organize or lead. Program staff members may also reserve space at the church for gatherings organized or led by groups for which they serve as the church staff contact. Examples include adult religious education classes; committee meetings; meetings with church members; private music lessons; meetings with other staff members; meetings with professional colleagues; social events for church groups; rites of passage; social justice presentations or planning meetings; rehearsals with guest musicians; rehearsals for church performing arts groups; campus ministry gatherings; consultations for rites of passage; concerts; post-concert receptions; fund-raising events; newcomer orientation meetings; and occasions when the membership book is available for new members to sign.

The Business Manager may reserve space at the church for meetings with other staff members, for meetings with church members, for building maintenance or repair, and for volunteer work events such as newsletter production. The Wedding and Union Coordinator may reserve space at the church for weddings and unions and for consultations with wedding or union couples.

Board of Trustees

The Board of Trustees may reserve space at the church for regularly scheduled Board meetings, for other Board meetings, for meetings of Board subcommittees, for the Annual Meeting, and for other congregational meetings.

Church Groups

We have four basic categories of groups at First Unitarian Church: (1) committees; (2) affinity groups; (3) covenant groups; and (4) performing arts groups. Every church group has a church staff contact person. Church groups may reserve space at the church for gatherings they organize or lead. Examples include adult religious education classes; committee meetings; social events; social justice presentations or planning meetings; rehearsals for church performing arts groups; concerts; post-concert receptions; fund-raising events; newcomer orientation meetings; occasions when the membership book is available for new members to sign; and building maintenance or repair.

Church Members and Friends

Church members and friends may reserve space at the church at the church for weddings, unions, child dedications, and memorial services. The space rental fee is waived for weddings and unions in the following circumstances: (1) when at least one member of the wedding or union couple is a pledging member or friend of the church; and (2) when at least one member of the wedding or union couple is a child of a pledging member or friend of the church. The space rental fee is waived for child dedications in the following circumstances: (1) when at least one parent of the child being dedicated is a pledging member or friend of the church; and (2) when at least one parent of the child being dedicated is a child of a pledging member or friend of the church. The space rental fee for memorial services is waived in the following circumstances: (1) when the person for whom the memorial service is being conducted was a pledging member or friend of the church; (2) when the person for whom the memorial service is being conducted was a parent of a pledging member or friend of the church; and (3) when the person for whom the memorial service is being conducted was a child of a pledging member or friend of the church. In all circumstances when the space rental fee is waived, the person organizing the event is financially responsible for the building security fee, which is \$10 per hour. This fee is payable to the church. When the space rental fee is waived for a wedding or union, the person organizing the event is financially responsible for a \$50 fee for the services of the wedding and union coordinator. This fee is payable to the church.

Church members and friends may also rent space at the church for other private events. Examples include birthday celebrations; anniversary celebrations; graduation celebrations; wedding and union receptions; memorial service receptions; planning meetings; and family gatherings.

Denominational Groups

The Greater Pittsburgh Cluster of Unitarian Universalist Churches, the Ohio-Meadville District, and the Unitarian Universalist Association may reserve space for denominational events. Examples include District Assembly; Cluster Assembly; youth conferences; young adult conferences; District committee meetings; and planning meetings. For District events, a District staff person must take charge of coordinating all arrangements for using space at our church.

Organizations from the Larger Community

Organizations from the larger community may rent space at First Unitarian Church. We especially welcome the presence of performing arts organizations, educational organizations, social justice organizations, and personal support groups. We regret that we cannot provide space for partisan political gatherings in support of particular candidates for elected public office.

Once or twice per year, we are glad to make space in the church building available as a polling place for local elections.

Individuals from the Larger Community

Individuals from the larger community may reserve space at the church at the church for weddings, unions, child dedications, and memorial services.

Individuals from the larger community may also rent space at the church for other private events. Examples include birthday celebrations; anniversary celebrations; graduation celebrations; wedding and union receptions; memorial service receptions; planning meetings; and family gatherings.

AVAILABLE SPACES

The following spaces may be separately reserved or rented for gatherings:

Name of Room	Adult Seating Capacity	Food and Beverages Allowed	Audio-Visual Equipment
Sanctuary	300	No	Sound system
Semple Room	10	No	None
Undercroft Gallery	150	Yes	None
Undercroft Kitchen	n/a	Yes	None
Library	10	No	None
Middle School Room	10	Yes	None
High School Room	20	Yes	None
Schweitzer Room	45	Yes	Video projector
Schweitzer Kitchen	n/a	Yes	None
Priestley Room	30	Yes	None
Eliot Room	12	Yes	None
Gandhi Room	12	Yes	None
Fahs Room/Nursery	12	Yes	None
Garden	75	Yes	None

RESERVATION, RENTAL, AND SET-UP PROCEDURES

Reservation Procedures

The Business Manager coordinates all space reservation arrangements. The Business Manager may delegate part of this responsibility to the Office Assistant. Anyone seeking to reserve space at the church should communicate with the Business Manager by (1) filling out a written space reservation request; or (2) sending an email message to the Business Manager; or (3) speaking with the Business Manager by telephone or in person. Space reservation request forms are available in the church office and on the church web site.

Space is not necessarily provided on a first-come, first-serve basis. Instead, the working assumption is that a group which has historically met in a particular space at a particular time will most likely continue to want to meet in that space at that time, and the Business Manager will not offer that space at that time to another group without checking first with the group which has historically used that space at that time. However, church staff members, committee chairs, and other church leaders are nevertheless responsible for notifying the Business Manager of their space reservation requests at their earliest convenience.

Rental Procedures

The Business Manager coordinates all space rental arrangements. The Business Manager may delegate part of this responsibility to the Office Assistant. Anyone seeking to rent space at the church should communicate with the Business Manager by (1) filling out a written space reservation request; or (2) sending an email message to the Business Manager; or (3) speaking with the Business Manager by telephone or in person. Rental request forms are available in the church office and on the church web site.

Set-Up Procedures

The Business Manager coordinates all room set-up arrangements. The Business Manager may delegate part of this responsibility to the Office Assistant. Anyone seeking to request a set-up arrangement at the church should communicate with the Business Manager by (1) filling out a written set-up arrangement request; or (2) sending an email message to the Business Manager; or (3) speaking with the Business Manager by telephone or in person. Set-up requests may be made using the space reservation request forms which are available in the church office and on the church web site. Set-up is limited to placement of chairs and tables. Set-ups are typically done by the Sexton. Weekend set-ups are not always possible since the Sexton generally works Monday through Friday.

FINANCIAL ARRANGEMENTS FOR RENTALS

Summary of Circumstances When the Church Charges Fees

The following table summarizes under what circumstances the church charges rental fees, building security fees, and fees for the services of the Wedding and Union Coordinator.

User Category	Rental Fee	Discount	Building Security Fee	Wedding and Union Coordinator Fee
Congregation—gathering for worship	No	n/a	No	No
Children and youth—religious education classes	No	n/a	No	No
Church staff members	No	n/a	No	No
Board of Trustees	No	n/a	No	No
Church groups	No	n/a	No	No
Church members and friends—weddings and unions when at least one member of the wedding or union couple is a pledging member or friend of the church	No	n/a	Yes	Yes
Church members and friends—weddings and unions when at least one member of the wedding or union couple is a child of a pledging member or friend of the church	No	n/a	Yes	Yes
Church members and friends—child dedications—	No	n/a	Yes, if building security is hired specifically for	No

when at least one parent of the child being dedicated is a pledging member or friend of the church			this event	
Church members and friends—child dedications—when at least one parent of the child being dedicated is a child of a pledging member or friend of the church	No	n/a	Yes, if building security is hired specifically for this event	No
Church members and friends—memorial services—when the person for whom the memorial service is being conducted was a pledging member or friend of the church	No	n/a	Yes	No
Church members and friends—memorial services—when the person for whom the memorial service is being conducted was a parent of a pledging member or friend of the church	No	n/a	Yes	No
Church members and friends—memorial services—when the person for whom the memorial service	No	n/a	Yes	No

is being conducted was a child of a pledging member or friend of the church				
Church members and friends—other events	Yes	50%	Yes	No
Denominational events	No	n/a	Yes	No
Organizations from the larger community	Yes	Determined on a case-by-case basis	Yes	No
Individuals from the larger community—weddings and unions	Yes	No	Included in rental fee	Included in rental fee
Individuals from the larger community—child dedications	Yes	No	Yes, if building security is hired specifically for this event	No
Individuals from the larger community—memorial services	Yes	No	Included in rental fee	No
Individuals from the larger community—other events	Yes	Determined on a case-by-case basis	Yes	No

Rental Discounts

The Business Manager may apply rental discounts on a case-by-case basis in some limited circumstances. Examples of such circumstances are: an organization from the larger community rents space at the church on a regular basis; a performing arts organization, educational organization, social justice organization, or personal support group has a very limited budget; a performing arts organization, educational organization, social justice organization, or personal support group has a mission which matches the values and the Ends Policy of First Unitarian Church.

Rental Contracts

For organizations from the larger community which rent space at the church on a regular ongoing basis, the Business Manager may choose to work out a rental contract. Provisions of rental contracts may differ in minor ways from this policies and procedures specified in this document.

Summary of Rental Fees for Weddings and Unions

The following table summarizes rental fees for weddings and unions.

Name of Room	Rental Fee	Building Security Fee	Wedding and Union Coordinator Fee
Sanctuary (includes Semple Room and two dressing rooms)	\$500	Included in rental fee	Included in rental fee
Schweitzer Room (includes two dressing rooms)	\$100	Included in rental fee	Included in rental fee
Garden (includes two dressing rooms)	\$300	Included in rental fee	Included in rental fee

Summary of Rental Fees for Events Other Than Weddings and Unions

The following table summarizes rental fees for events other than weddings and unions.

Name of Room	Rental Fee
Sanctuary	\$275
Semple Room	\$75
Undercroft Gallery	\$200
Undercroft Kitchen	Included with Undercroft Gallery rental fee
Library	\$40
Middle School Room	\$40
High School Room	\$40
Schweitzer Room	\$85
Schweitzer Kitchen	Included with Schweitzer Room rental fee
Priestley Room	\$60
Eliot Room	\$25
Gandhi Room	\$25
Fahs Room/Nursery	\$25
Garden	\$150

SPACE USE POLICIES

Admission Fees

Admission fees may be charged for events taking place at First Unitarian Church, particularly for concerts or presentations taking place in the Sanctuary. For organizations or individuals wishing to rent space at the church, plans to charge admission should be disclosed at the time when rental arrangements are made.

Audio-Visual Equipment

The Schweitzer Room contains a projection screen and a video projector. The video projector will accept input from a laptop computer, from a DVD, and from a VHS tape. Groups wishing to use this equipment should ensure that a group member becomes familiar with it a couple of days before the event at which the equipment will be used. Groups wishing to use this equipment should also make sure that the equipment will be accessible when they need to use it, since the equipment is locked up when it is not being used.

The Sanctuary contains a sound system that can be used for public speaking events and for musical events. Microphone, microphone cables, and microphone stands are available. The chancel area has seven XLR inputs for microphones. The church also has a cordless microphone. The sound system mixer board accepts up to eight separate inputs. The church also has a digital recording device which records directly onto a CD. Groups wishing to sponsor a public speaking or musical event in the Sanctuary should ensure that a group member becomes familiar with the sound system well before their event takes place. The cordless microphone and the digital recording device are securely stored in the church office.

Building Security

Sunday through Friday, building security is routinely provided from the late afternoon through the early evening. Moreover, church staff members are routinely present during regular office hours, which are 9:00 AM to 4:30 PM Monday through Friday and 9:00 AM to 1:00 PM on Sundays. If your event takes place during these times, you most likely will not need to make special arrangements for building security.

However, if your event takes place at a time when church staff members are not routinely present and when building security is not routinely scheduled, you will need to ask the Business Manager to make arrangements for building security.

Candles

Lit candles are allowed in the church building only for the following occasions: (1) regular Sunday morning worship services; (2) occasional worship services such as Solstice, Christmas Eve, and Tenebrae; (3) weddings and unions. Lit candles are not permitted at other times.

Child Dedications

Policies, procedures, and guidelines for child dedications appear in a separate document which is available in the church office and on the church website.

Clean-Up

Unless otherwise specified by the Business Manager, all users of space at First Unitarian Church should leave the space they use at least as clean and tidy as it was when they arrived. Special effort should be made to keep kitchens clean, orderly, and attractive for the next user. Sometimes it is more efficient for a group to leave the chairs and tables where they are so that they can be used by the next group. But sometimes it can be very helpful for a group to put chairs and tables away. Please follow the guidance of the Business Manager. If a group generates a large amount of trash or garbage, this material should be bagged and taken to the dumpster at the Morewood Avenue parking area.

Concerts and Musical Events

All concerts and musical events at First Unitarian Church are classified in one of the following categories: (1) public events open to the larger community; (2) church events intended primarily for members and friends of this congregation; and (3) private rental events.

Decorations

Groups, organizations, and individuals using space at the church are expected to remove all decorations after their event.

For weddings and unions, we have found that guests typically begin about half an hour before the ceremony begins. All decorations and other preparations should be finished by that time. The church will be open during the hour and a half before your ceremony. Please ask your florist to be prompt, and be sure your florist will have enough people on hand to complete the necessary work in the allotted time. No tape is to be used on the pews or other surfaces to secure flowers or other decorations. Please inform your florist about this. A loop of wire works well to hold pew decorations in place. We request that you remove all programs and decorations, including the aisle runner, after your ceremony. If you are using candle stands, please have the florist or person responsible for decorations supply clear plastic squares that can be placed under the candle stands to prevent wax from dripping on the floor. The church does not supply unity candles or large candle stands.

Easels and Markers

Easels and markers are available in various places around the church. Groups wishing to use this equipment should stop by the church sometime before their event and round up the equipment they will need.

Fund-Raising

Organizations and individuals may hold fund-raising at First Unitarian Church, so long as the funds raised are not used to support the campaigns of particular political candidates for elected public office. For organizations or individuals wishing to rent space at the church, plans to raise funds should be disclosed at the time when rental arrangements are made.

Heat-Producing Equipment

Heat-producing equipment should be used carefully to minimize the risk of fire. Stoves, ovens, and coffee makers should be turned off when not in use. Dishwashers should not be started unless someone will be physically present in the building throughout the duration of the dishwasher cycle. The Sanctuary lights, the Sanctuary sound system, and all audio-visual equipment should be turned off after use.

Kitchen Equipment

Church groups have complete access to kitchen equipment. Renters have access to kitchen equipment as specified by the Business Manager in their rental arrangement.

Persons unfamiliar with the large dishwasher adjacent to the Gallery kitchen should not operate this dishwasher without having been trained. Stoves, ovens, and coffee makers should be turned off when not in use. Dishwashers should not be started unless someone will be physically present in the building throughout the duration of the dishwasher cycle.

Maintenance and Repair Work

Maintenance and repair work should be scheduled with the Business Manager just as any other space reservation or rental would be scheduled with the Business Manager.

Memorial Services

Policies, procedures, and guidelines for memorial services appear in a separate document which is available in the church office and on the church website.

Musical Instruments

Policies governing the use of musical instruments by guest musicians for weddings, unions, and memorial services are specified in separate documents which are available in the church office and on the church website.

Church groups, organizations, and individuals using space at First Unitarian Church should take special care not to damage the musical instruments which belong to the church. Organ settings may not be modified unless they are returned to their original state afterward. Pianos may not be retuned without the consent of the Organist and Pianist. Pianos and other musical instruments which belong to the church should remain free of pencil markings and other enduring alterations used in the course of music lessons. Maintenance problems with musical instruments owned by the church should be promptly reported to the Organist and Pianist.

Offices of Church Staff Members

The offices of church staff members are private spaces. No office may be used for meetings, rentals, or events without the permission of all church staff members who use that office.

Parking

Parking is available along Ellsworth Avenue on both sides of the street. Parking is also available along Morewood Avenue next to the church. (On Sundays, parking is available along Morewood Avenue on both sides of the street.) In the evening and on weekends, parking is available in the drive-through parking areas at Winchester-Thurston School along both Ellsworth and Morewood Avenues. Limited parking is available on Shadyside Lane. Although the four-space church parking area is reserved for staff during business hours Monday through Friday, these parking spaces may be used during the evening and on weekends, especially for individuals with mobility challenges and for individuals bringing supplies into the church.

Plates, Dishes, Cutlery

Church groups have complete access to plates, dishes, and cutlery. Renters have access to plates, dishes, and cutlery as specified by the Business Manager in their rental arrangement.

Political Events

We encourage all citizens to be politically active. However, we regret that we cannot provide space for partisan political gatherings in support of particular candidates for elected public office.

Safety and Security

All users of space in the church building are expected to be vigilant and conscientious about promoting and maintaining safety.

All users of space in the church building are expected to be alert to unsafe conditions that might endanger anyone in the building. Church groups should notify a staff member about correcting unsafe conditions as soon as possible.

All users of space in the church building are asked to help keep the surroundings as neat and orderly as possible.

All users of space in the church building are asked to note the location of fire exits and extinguishers for use in an emergency.

All accidents and injuries must be reported promptly to the Business Manager and an accident report must be filled out. The Business Manager will keep copies of all forms submitted on file.

First Unitarian Church is a smoke-free facility. To prevent fires, minimize health hazards, and reduce discomfort of nonsmokers, smoking is not permitted indoors by anyone at First Unitarian Church. Smoking is permitted on grounds outside of the building. Anyone finding an individual smoking within the building is expected to inform that individual of the no smoking policy.

Sales

Selling books, recordings, food, and other items is permitted in conjunction with events taking place at First Unitarian Church. For organizations or individuals wishing to rent space at the church, plans to sell items should be disclosed at the time when rental arrangements are made. Organizations or individuals planning to sell items should make their own arrangements regarding payment of sales tax.

Sponsorship of Outside Rental Groups

A church group may sponsor an event by an outside group when the outside group has a mission which matches (1) the mission of that church group and (2) the values and the Ends Policy of First Unitarian Church. Sponsorship means that the rental fee which would otherwise apply is waived, although the outside group would still need to pay for building security if the event is held at a time when building security would not normally be provided. Sponsorship also means that the sponsoring group is responsible for monitoring the event to prevent damage to the

building. In determining whether or not to sponsor an event by an outside group, a church group should carefully consider the costs, risks, and benefits of sponsorship.

Tablecloths

Church groups have complete access to tablecloths. Renters have access to tablecloths as specified by the Business Manager in their rental arrangement.

After their event is over, church groups are responsible for laundering any tablecloths they have used. Church groups are responsible for returning laundered tablecloths to the church.

Weddings and Unions

Policies, procedures, and guidelines for wedding and unions appear in a separate document which is available in the church office and on the church website.

BUILDING RENTAL APPLICATION FORM
FIRST UNITARIAN CHURCH
605 Morewood Avenue
Pittsburgh, PA 15213
412/621-8008
412/621-9011 FAX
www.first-unitarian-pgh.org

*Please complete items 1 through 5. Items 6 and 7 are optional.
The Business Manager will assist you with items 8 through 12.*

1. CONTACT PERSONS:

Name: _____

Address: _____

Email: _____

Telephone: _____

Name: _____

Address: _____

Email: _____

Telephone: _____

2. ORGANIZATION OR GROUP:

Name: _____

Address: _____

Website: _____

Telephone: _____

Annual Budget: _____

3. DATE, TIME, AND ROOM REQUESTED:

Date: _____

Arrival Time: _____

Departure Time: _____

Room: _____

4. DESCRIPTION OF EVENT:

5. ESTIMATED ATTENDANCE:

6. DISCOUNT QUALIFICATION: *As part of our social ministry with the larger community, we will offer a discounted rental rate to non-profit performing arts organizations, educational organizations, social justice organizations, and personal support groups when we are persuaded that the purpose of these organizations or groups reflects our own Mission Statement and Ends Statement. Given what you know about the religious values of First Unitarian Church, please explain how the purpose of our organization or group aligns with the purpose of First Unitarian Church.*

7. COMMITTEE OR AFFINITY GROUP SPONSORSHIP: *If a committee or affinity group of First Unitarian Church has agreed to sponsor this event, please provide the name of the group, a brief but reasoned statement of sponsorship that refers specifically to the group's purpose and scope of activity, and the signature of a group leader.*

Name of committee or affinity group: _____

Statement of sponsorship:

Signature of committee chair or group leader: _____

8. FINANCIAL ARRANGEMENTS

Rooms and Rental Rates (as of May 1, 2008):

<u>Room</u>	<u>Standard Fee</u>	<u>50% Discount</u> (if applicable)	<u>Net Fee</u>
Sanctuary	\$275.00	\$137.50	_____
Semple Room	\$75.00	\$37.50	_____
Undercroft Gallery	\$200.00	\$100.00	_____
Undercroft Kitchen	included	included	_____
Library	\$40.00	\$20.00	_____
High School Room	\$40.00	\$20.00	_____
Middle School Room	\$40.00	\$20.00	_____
Schweitzer Room	\$85.00	\$42.50	_____
Schweitzer Kitchen	included	included	_____
Priestley Room	\$60.00	\$30.00	_____
Eliot Room	\$25.00	\$12.50	_____
Gandhi Room	\$25.00	\$12.50	_____
Fahs Room	\$25.00	\$12.50	_____
Garden	\$150.00	\$75.00	_____
RENTAL FEE SUB-TOTAL			_____

Additional Charges:

Church policy requires that a building security provider be present throughout all rental events. Building security is provided from 9:00 AM to 4:30 PM Monday through Friday, and from 6:00 PM to 9:00 PM Sunday through Friday. If your event does not take place during these times, you will need to cover the cost of having a building security provider present. This cost is \$10 per hour.

Security	\$10 per hour	_____
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In rare instances, the church sexton may be able to provide assistance with advance set-up (e.g., chairs and tables). This needs to be scheduled well in advance..

Set-up charge	\$10 per hour	_____
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Depending on the nature of the event and the nature of the relationship between First Unitarian Church and the organization or individual renting space, the church may require a clean-up deposit which would be refunded if the space rented is left at least as clean as it was found.

Clean-up deposit	up to \$250	_____
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Total Due: _____

Please make your check out to "First Unitarian Church."

9. ADDITIONAL POINTS OF AGREEMENT

First Unitarian Church will be responsible for:

_____ will be responsible for:

10. ADDITIONAL POINTS OF UNDERSTANDING: *Anything else that needs to be clarified.*

11. STATEMENT OF RESPECT AND SAFETY

In submitting this rental application, we agree (1) to respect the property of First Unitarian Church, including the building and its contents; (2) to respect the religious affirmations of First Unitarian Church whether or not we agree with them; (3) to leave the building at least as clean as we found it; (4) to refrain from any activity which would compromise the safety of any person using the church building; and (5) to report to the Business Manager any unsafe conditions.

Name: _____

Date: _____

12. APPROVAL

Rita Gates, Business Manager: _____

Date: _____