

Guidelines for Non-Church Groups and Non-Members  
Requesting Property Use  
at  
First Unitarian Universalist Church of San Diego

**Requesting Use of Church Room or Space**

Non-church members and non-church groups that have an IRS designation of 501c(3) nonprofit status or community groups may request to reserve meeting rooms or other spaces at the church. Please note that available space is very limited due to the large number of church-related activities. Requests from non-church groups are reviewed and approved by representatives from the church's Executive Team. Please allow 10 to 14 business days for a response from the church's Scheduler.

**Information Needed**

When requesting use of the church meeting rooms or other space on campus, the following information must be submitted to the church, on the organization's letterhead or if by e-mail with the same information as is on its letterhead including:

- Name of Organization or Name of Individual
- Address
- Phone Number
- Website
- IRS Status and Proof (such as IRS letter)
- Contact Information from the Individual Making the Request
- Day of the Week and Date of Requested Use
- Time of Event
- Amount of Setup and Cleanup Time Required
- Room(s) and/or Space Requested
- Description of Event
- Description of Room Setup Requested
- Number of Expected Attendees

Send the above information as follows:

E-mail: [schedule@firstuusandiego.org](mailto:schedule@firstuusandiego.org)

U.S. mail: Scheduler  
First Unitarian Universalist Church  
4190 Front Street  
San Diego, CA 92103-2030

Fax: 619-298-9997

### **Approved Requests for Property Use**

If your request to reserve church property is accepted, you will be notified in writing. At the time of reservation confirmation, the following is required:

- Payment for reserved room(s) and/or space
- Security Deposit (may be required, depending upon the event)
- Certificate of Liability Insurance from Your Insurance Company
- Hold Harmless Agreement

### **Parking**

For events held before 6:00 p.m., individuals attending the event may park in the adjacent Ace Parking lot and pay the applicable parking fees (\$5/two hrs).

For events after 6:00 p.m., the parking fee is \$3.00. You may pay the \$3 fee at the automated pay station in the parking lot and then display your receipt on the dashboard. Please note that parking citations are not issued by the church. All tickets and citations need to be handled through Ace Parking.

If the Director of Operations determines the requested event is large enough to require the closure of the Ace lot, the fee for this to outside groups is \$400/5-hr time segment. The fee for a lot closure for a wedding or commitment ceremony of a non-member or non-pledging friend is the same as for outside groups.

A group that arranges to have the lot closed is not promised an empty lot. The church's commitment is solely to close the lot to outside persons beginning one hour prior to said

event. Also, members, pledging friends and staff with parking passes have the right to park in the lot at all times.

**Policy Enforcement and Monitoring**

The Director of Operations implements, administers and enforces this policy.