

Property Use and Parking Policy for Church Groups, Members, and Friends

Effective Date: Oct.1, 2009

Supersedes:

Booking Policy, July 20, 2004

Parking Policy, December 21, 2004

Property Use/Parking Policy, July 1, 2006

Approved by: Director of Operations

Reviewed by: Ministry Team Council

Property Use Overview

It is our intention that church facilities be used in furtherance of the Mission of the First Unitarian Universalist Church of San Diego, given below:

The Mission of First Unitarian Universalist Church of San Diego is to become an increasingly diverse community with differing beliefs yet shared values. In joy and mutual support we offer spiritual nourishment, create beauty, affirm the worth of each individual, and honor the democratic process. From this place we encourage all ages to learn and grow together while we labor for compassionate justice in our society and on our planet.

Groups and Individuals Who May Request Property Use

This policy is to define the use of church facilities and the parking lot for events that are sponsored by a church group, church member, or church staff member. Definitions of church groups, members, and friends are given below.

A church group is a group associated with one of the Ministry Teams. This includes church affiliated organizations. Ministry Teams taken together make up the Ministry Team Council and are co-led by church staff and members.

A church member is a person who has signed a Bond of Union card and is designated as an active, voting member. A voting member is defined as one who is contributing to a current pledge.

A church friend is a person who has not signed a Bond of Union card, but is an active friend who is contributing to at least the minimum pledge amount as designated by the Church Board of Trustees.

Requesting Use of Church Property

Property Use Request Forms

To request use of church property, which includes reserving rooms and/or patio space, complete a Property Use Request form. These forms are available in the Church Office, by e-mail to schedule@firstuusandiego.org, and on the church web site. Completed Property Use Request forms may be left at the Church Office, sent via e-mail to schedule@firstuusandiego.org or faxed to 619-298-9997. Request forms should be approved by the appropriate Ministry Team Staff Chair.

Confirmation of Property Use Request or Notice that Request Cannot be Met

A Property Use Request Form received by e-mail will have an automatic initial response that ONLY confirms the request has been received, but not yet acted upon. Completion and submission of this form does NOT insure granting of space. **When the request has been approved and placed on the Church calendar, a confirmation e-mail will be sent stating the request has been fulfilled or notice that the requested facilities are not available.** If a confirmation or notice is not received within seven days, please call the Church Office and ask to speak to the Scheduler.

Property Use Fees

Church groups are charged for property use for events that are announced and publicized to the public as well as events where a suggested donation is requested. Examples of these types of events are concerts, Looking Glass Theater productions, and forums with speakers. Events that are primarily group meetings and have a small suggested donation to cover expenses, such as potlucks are not charged a room use fee. (Please see separate Fundraising Policy.) The fee, if applicable for any property use request, will be contained in the confirmation sent by the Scheduler. Full payment is required prior to the event.

The fees for property use are contained in a separate handout available from the Church Office and on the church web site. Property Use Fees are reviewed regularly by the Director of Operations. When changes in property use fees are made, these changes are announced to the Ministry Team Council and in the church newsletter at least 30 days in advance.

Suggested Donation to Attend Church Events

Under the church's IRS exemption, please note that church groups may only suggest a donation to attend events. If someone wishes to attend an event without making a donation, they must be allowed to do so.

Priority Policy for Scheduling of Property Use

Property use requests for use of church facilities must all be signed by the appropriate Ministry Team staff chair, AND be assigned a priority (A/B/C) as indicated below. If childcare is associated with an event, it enjoys the same booking priority as the event with which it is associated.

1. Worship Related Activities
2. Ministry Functions
3. Religious Education
4. Church Board Functions

5. Church Member Life Passage events
6. Ministry Teams and the Groups Associated with Them
7. Church Affiliated Organizations
8. Church, Pacific Southwest District, and UUA sponsored conferences

9. Outside groups eligible to reserve space

Items 1 to 4 above are Priority A.

Items 5 to 8 are Priority B.

Item 9 is Priority C.

If conflicts in scheduling occur and/or there are questions of priority, resolution will be facilitated by the Director of Operations in consultation with the appropriate Ministers, Director of Religious Education, Director of Music and/or other staff members.

Memorials and Weddings

Requests for use of church property for memorials and wedding are addressed under separate policies.

Nonprofit Organizations with a 501c(3) Designation

Nonprofit organizations with a 501c(3) IRS designation may also request to use church property. A separate policy addresses the specifics of property use requests and fees for nonprofit organizations.

Co-sponsored Events

Co-sponsored events are events where a church group associated with a Ministry Team (not an individual church member) takes an active role in planning, publicizing, and presenting/implementing an event with an outside organization that has a similar mission or purpose as the co-sponsoring church group. Such events are scheduled through the church group co-sponsoring the event and need

to be approved by the staff leader of the particular Ministry Team. The church group is charged a fee.

Additional Information on Property Use

Keys

The church group, member, or friend requesting to use church property must indicate on the Property Use Request form the name of the church member who will open the room and ensure that the room is locked after the use of the property. If no one in the group has a key, this must be indicated on the Property Use form and, an alternate plan established.

Condition of Property

The church group, member, or friend who requests the use of church property, is responsible to ensure that the property is left in good condition. If the property is not left clean and in good condition, future requests may not be accepted.

Sound Technician

A church group, member, or friend may be required to engage a church-approved sound technician when the function will include the use of the church's sound system in the Meeting House or Bard Hall. The fee charged for a sound technician is an hourly fee set by the professional contracted sound company with a three-hour minimum.

Event Coordinator

A staff Event Coordinator who has been trained in facilities, emergency procedures, etc. is required for weddings, memorials, conferences, most large meetings and other activities as determined by the Director of Operations. The fee for an event coordinator is \$25/hr with a minimum of 2 hours.

Smoking

The smoking policy of the church must be followed and is covered under a separate policy.

Alcoholic Beverages

Beer, wine, or champagne may be served on the Church property; except in the Meeting House and Chapel. Hard liquor may not be consumed on church property. At events at which minors are present, alcohol must be monitored at all times by adults. Alcoholic beverages may not be sold on Church property.

When an alcoholic beverage is served, an attractive, non-alcoholic beverage must also be provided. The consumption of alcoholic beverages shall not be the main focus of any event held on church property. Unopened alcoholic beverages may be

stored in the Church kitchen under lock and key. Opened alcoholic beverages may not be left on church property.

No-Food Locations

No food or beverages are allowed in the Meeting House or the Chapel.

Animals in Church Buildings

Dogs and other animals are not allowed in church buildings. Exceptions are made for assistance animals and animals for educational purposes. Any animals on church property must be attended at all times and on a leash.

Facilities Reassignment

The Church, as represented by Church staff, will make every effort to avoid reassigning functions. If a need for a reassignment should arise, a church representative will notify the group in advance, except in an emergency.

Member and non-member weddings, holy unions, commitment ceremonies, memorial services, and member-sponsored life passage and commemorative events (e.g. anniversaries) are not subject to being moved, except in the event of a natural disaster, national or local emergency, church-related emergency, or damage to, destruction of, or closure of the area reserved.

Advance Booking

Church facilities may be booked in advance as per the guidelines given below:

- Church groups, members, friends, and staff may request to book property up to 18 months in advance of a function. For practical purposes, it is recommended that staff book events for the Sept.- June period by June 15th of each year.
- Members and non-members may request to book weddings, holy unions, and commitment ceremonies more than 1 year in advance.
- Members may book member-sponsored events that commemorate significant life passages (e.g., coming of age, anniversaries, significant birthdays) up to 1 year in advance.

Custodial Deposits

The Scheduling Assistant may assess a custodial fee to any group (church or non-church) if that group failed to leave the facility clean, neat and undamaged. A reserving group will be assessed the cost of any repairs or replacement required that is damaged as a result of the group's use of church facilities.

Use of the Church's Parking Lot by Church Groups, Members, and Friends

Overview of Church Parking Lot

Parking in the Ace lot is made available, without charge, to members, pledging friends, employees, and preschool parents, who all must display their parking passes on their vehicles' dashboard. Parking passes are issued by the Church Office and an updated list of same will be maintained. The preschool issues parking passes to preschool parents and staff and an updated list of same will be maintained.

The Director of Operations may close the lot during a weekday during working hours only under exceptional circumstances.. Working hours are 7 a.m. to 6 p.m., unless otherwise determined by the Director of Operations.

Parking for Non-members Attending Church Events

Parking in open spaces in the church lot is made available, without charge, to non-members who park in the lot to attend meetings or events sponsored by church groups, if the sponsoring church group requested from the Church Office seven (7) days in advance of the event, parking validations to hand out to non-members.

Request for Closure of the Parking Lot

A church group may request that the Director of Operations close the Ace lot to outside parking for a group's evening, weekend, or holiday event by adding that request to their Property Use Request form. A minimum of two week's notice is needed to ensure that staffing is available to close the parking lot. The cost to a church group to close the Ace lot is \$200/5-hour segment. The fee for a parking lot closure for a wedding/commitment service of a member or pledging friend is the same as for church groups.

A group that arranges with the Director of Operations to have the lot closed is not promised an empty lot. The church's commitment is solely to close the lot to outside persons who would otherwise seek to park in the lot beginning up to one hour before the group's scheduled event. In addition, members, pledging friends, and other persons with parking passes who seek access to the church campus have the right to park in the lot at all times, even when it is closed to outside persons under the closure policy.

Policy Enforcement and Monitoring

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