

UNITARIAN CHURCH OF SHARON
4 North Main Street, Sharon, MA 02067

Building Use Policies and Regulations

All facilities must be approved and coordinated by the Rental Coordinator in advance of the planned activity.

All functions shall have an Application for Rental completed and approved by the Rental Coordinator. Non-Church associated individuals, groups and organizations will be advised of the rate schedule for the use of specific Church facilities at the time of their application.

Youth Groups. There must be responsible, full-time adult supervision for any youth group.

Alcoholic Beverages. No alcoholic beverages are to be consumed on the Church premises without specific, written permission. Alcoholic beverages may not be sold on the premises.

Technology. If the Church amplifying equipment is needed, the Renter shall so indicate on the Rental Agreement and be familiar with its operation. Renters using the Closed Circuit TV system are required to employ a Church-approved operator.

Thermostat settings. Renters may not change thermostat settings.

Furnishings are not to be relocated from any room without specific, written approval in advance from the Rental Coordinator. Any re-configuration of furniture must be done by the Sexton. Renters may not remove any furnishings or equipment from the Church.

Candles may be used in the Sanctuary for special services only, and their use must be approved in advance by the Rental Coordinator. Permission for the use of candles in the Sanctuary will not be granted for any occasion not supervised by either the Minister or an appropriate representative of the Church designated by the Board of Trustees. Candles are not to be used in any other Church area without the specific written approval.

Smoking is prohibited everywhere in the Church building; smoking on the outside grounds is permitted only in the designated area next to the dumpster.

Decorations or Hangings may not be affixed anywhere in the building, including the sanctuary and vestry. Users may not use tape, other adhesives, thumb tacks, nails or screws on the walls or woodwork.

Rental Area

Renters must remain within the rooms rented per the Rental Agreement.

Church Grounds. Use of Church areas outside of the building, including the front and side lawns and walkways, is limited to use specifically approved, in advance, by the Rental Coordinator. This includes any signage, however temporary. Grounds must be left free of debris.

It is expected that users will leave the Church facilities in good condition. The Church Sexton will be responsible for cleaning the building and grounds, but the renter's security deposit will be returned only after a post-rental inspection reveals no damage. If damage caused by the rental is found, the renter will receive an amount representing the difference between the cost of repairs and the security deposit.

General Policies

1. Church facilities are available primarily for the use of the Unitarian Church of Sharon, its parishioners, its prescribed boards and committees, and other Church- or District-sponsored groups. However, the use of the facilities by other organizations may be permitted when such use does not interfere with the programs of the Church, subject to the specific policies and regulations set forth below.
2. Preference in the use of Church facilities shall be given to organizations or groups formally associated with the Church including, but not limited to the Minister and staff; Church officers; committees and their activities as listed in the by-laws; Junior and Senior Youth Groups; and Church-sponsored groups and committees.
3. Second preference for use shall be given to members of the parish who wish to use the Church facilities for a non-Church related activity (such as a family gathering).
4. Third preference for use is given to individuals and non-profit organizations when facilities are available, when the use does not interfere with Church-sponsored activities, and if the use is in harmony with the goals and philosophy of the Church.
5. Functions by non-Church related groups involving fund raising will not normally be approved. However, if the Board of Trustees judges that the project is one that merits the support of the Church, and other suitable space is not available, it may approve the request.

Procedures

1. Persons interested in renting Church facilities should complete the Rental Application and email it to rentals@uusharon.org or mail it to the Church Office. The Rental Coordinator will confirm the availability of the space requested and send a Rental Agreement.
2. All reservation requests will be managed by the Rental Coordinator. Generally, all requests other than those of a routine nature will be reviewed and acted upon by the Rental Coordinator.
3. Arrangements for any special set-up required, such as the number and location of tables and chairs, must be made with the Rental Coordinator at the time of the rental application.
4. The Rental Application must be filled out completely and must include such specific details as the date and hours of the function, the facilities desired, the purpose of the activity, the estimated attendance, and other pertinent information.
5. The Sexton will be compensated per the Rent Schedule. The “event” includes set-up time and clean-up time. If the event requires more than 4 hours of the Sexton’s time, he will be compensated an additional \$25 for each hour or portion of an hour worked.

The Church reserves the right to disapprove use of Church facilities by any group and may modify its rental policies at its discretion.

November 9, 2010