

Unitarian Universalist Meeting of South Berkshire (UUMSB)

FACILITY USE POLICIES

Guidelines and Requirements for Use of Space at UUMSB

SAFETY AND SECURITY CONSIDERATIONS

- Smoking is not permitted in or on the UUMSB grounds.
- It is important to keep all exits open and accessible. Please do not put any chairs, tables, or other items in front of exit pathways or stairways.
- Only service animals are permitted in or on the church grounds.
- Candles may NOT be used without prior permission.
- If necessary, the user will be provided with a key to the building. Copies of the key may not be made, and the user must keep the key in his/her possession until returned to the UUMSB office.
- Children under age 18 must never be left unattended in any part of the building.
- The user should monitor unlocked entrances to prevent entry by unauthorized persons.
- The user must familiarize himself/herself with the layout of the building and the locations of exits and fire extinguishers.

FIRE REGULATIONS

- Users should inform the participants in any program or event of fire exits prior to the beginning of the event.
- Seating capacity of sanctuary is 270 persons; no additional chairs may be set up. Standlees are prohibited.

MAINTAINING THE FACILITIES

Please:

- Be careful of the Church property.
- Be courteous to others who use the space, leaving it at least as clean as it was when you arrived.
- Do not pin or tape anything to the walls inside the UUMSB or on the doors or outside surfaces of the Church. White boards/cork boards are available for posting your signs and notices.
- Note: NO food or drink permitted in the Sanctuary

USE OF EQUIPMENT AND SPECIAL FACILITIES

A Building Use Agreement to use part of the UUMSB for a meeting or program does NOT include the use of other rooms for childcare or other purposes. Additional rooms may be used ONLY when the user has contracted for same in the Agreement, with applicable fees. Only the specific room or facilities reserved may be used and only for the time contracted. Reservation time must include setup and cleanup. Access to the building is not guaranteed outside of the contracted time. UUMSB Facility Use Policies 2014 2

- Users offering child care must provide their own consumable child care supplies (including paper, crayons, etc.)
- The user is responsible for setup and breakdown of all tables, chairs and risers used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Use of the UUMSB organ or piano is by special arrangement in advance of use.

USE OF THE KITCHEN

- The kitchen may only be used when prior arrangements have been made and included in the Building Use Agreement.
- The kitchen must be left clean.
- The red and white china, melamine plates, soup mugs, drinking ware and all other kitchen utensils and tableware are available for use by groups having a meal at UUMSB.
- Dishware used during your function must be washed following the directions posted in the kitchen. All dishes must air dry before being put away.

WASTE AND RECYCLING

- All recyclables must be rinsed and sorted into the appropriate blue containers in the kitchen.
- Non-recyclable tableware (paper plates, plastic utensils, etc.) may not be used except in the rare case when attendance exceeds our supply of durable tableware.

LIABILITY AND DAMAGES

- Damage to UUMSB property caused by the user, any contractor or employee of the user, or any person attending the event sponsored by the user, is the user's responsibility.
- Any damage, cleaning, or replacement costs resulting from the misuse of UUMSB facilities, equipment, furniture or fixtures will be charged to the user.
- Services of police or firemen to satisfy the requirements of the State statute or local ordinance, or for any other reason, shall be arranged and paid for by the entity contracting to use the building.
- Any personal or group property left on UUMSB premises shall be at your own risk and only with prior permission.

PARKING

- The UUMSB has 14 parking spaces for building users at the top of the driveway. No parking is allowed in the driveway as it is the only access in and out of the parking lot as well as the only access to our neighbor's parking space. On-street parking is available on the opposite side of the road from the UUMSB-no parking is allowed on the UUMSB side of the street.

CLOSING UP

- When the function is over, the user must check the building to be sure that all persons have exited.
- Heat should be set to the temperature indicated on the signs at each thermostat.
- All windows and doors closed and locked. All lights turned off.

- Please use your closing checklist.

INSURANCE

- UUMSB holds insurance that covers for liability (both bodily injury and property damage).
- Additional insurance is not required for individual events, such as a wedding, held by UUMSB or individuals.
- An ongoing rental to an organization requires that the renter provide their liability insurance and name UUMSB as an additional insured for their use of our facility.

ALCOHOL USE

- Alcohol use under any circumstances on UUMSB property will be limited to beer and wine.
- Serving alcohol at a private event for UUMSB members only, not open to the public, is permissible and covered by UUMSB insurance.
- Serving alcohol at a church event open to the public would not be covered by UUMSB standard insurance. A special host single event liquor liability endorsement would be required to serve alcohol in a church event open to the public. A one-day liquor license from the town of Great Barrington may also be required (see below under information for non-profit renters).
- Renters may serve alcohol at an invitation only event if they provide evidence of liability insurance (such as Homeowners Insurance) and sign the rental agreement which states that the renter takes on all responsibility for any property damage, bodily injury or other liability and observes all laws related to the use of alcohol.
- If the renter is a non-profit organization and intends to serve alcohol at their event they must get a one-day liquor license from the town of Great Barrington.
- Renter agrees to comply with all Massachusetts laws and regulations regarding alcohol consumption. Renter further agrees to indemnify and hold harmless UUMSB for any and all liabilities resulting from noncompliance, and/or any other losses, damages or injuries resulting from renters use of the rented property. Renter shall notify UUMSB immediately of any instances of non-compliance with the foregoing and any instances of law enforcement or government officials coming to the rented property.

ADVERTISING

- You group may publicize your event, but may not imply, in any manner, that there is sponsorship by or affiliation with the UUMSB. You must provide contact information other than our office.