



First Unitarian Society of Ithaca

Connect. Inspire. Engage.

Building Use Policy

Church facilities may be made available to responsible individuals or nonprofit groups when the intended use is appropriate to VOM and physical plant. The use of facilities must not conflict with scheduled or intended regular use by committees and teams, officers, or programs of the church. All use of our facilities must be approved by the Congregational Administrator and posted on the master calendar. As a matter of first priority, our building resources are intended to provide space and shelter for the worship, educational, and VOM goals of the congregation. FUSIT does not rent to political parties or events of any kind.

The fees shall be explained to each applicant by the Administrator, following the current fee schedule. When the facilities are to be used by non-church individuals or groups, a fee will be required unless waived by senior staff. The only exception shall be that for weddings, child dedication services, funerals and memorial services the Minister conducting the service shall have authority to reduce or waive the amount listed.

It is our intention that an active member of record shall not be expected to pay a building rental fee for a wedding, child dedication, funeral or memorial service. Nor are they charged the ministerial fee. A nominal custodial fee may be required as well as a fee if a sound engineer is requested.

**2021-22 RENTAL FEE SCHEDULE FOR THE USE OF CHURCH
FACILITIES**

Room	Free admission, no solicitation, <4 hrs	Paid admission and/or solicitation	Free admission, but >4 hrs	Cleaning Deposit*
Sanctuary and/or Parlor	\$150.00	\$300.00	\$300.00	\$50.00
Annex (Large Room)	\$100.00	\$200.00	\$200.00	\$50.00
Classroom	\$35.00	\$70.00	\$70.00	\$50.00
Instrument Usage				
Piano Use (fee waived if tuning)	\$50.00	\$50.00	\$50.00	
Organ Use (must contact Music Director)	\$50.00	\$50.00	\$50.00	
Projector	\$50.00	\$50.00	\$50.00	
Portable Sound System	\$100.00	\$100.00	\$100.00	
<i>*users take trash with them except when cleaning fee is charged; no deposit when cleaning fee is charged</i>				
<i>*members receive a 50% discount for space rentals</i>				
<i>*non-profit organizations receive a 50% discount for space rentals</i>				
Wedding Service Fees	<i>Non-Members</i>	<i>Members</i>		
Sanctuary and/or Parlor	\$400.00	Fee Waived		

Celebration Coordinator	\$50.00	\$50.00		
Memorial Service Fees	<i>Non-Members</i>	<i>Members</i>		
Sanctuary and/or Parlor	\$100.00	Fee Waived		
Celebration Coordinator	\$50.00	\$50.00		
<i>*immediate family members of FUSIT members have fees waived for memorials</i>				
Minister Fees	<i>Non-Members</i>	<i>Members</i>		
Memorial Service	\$250	Fee Waived		
Additional Committal/Burial	\$50	Fee Waived		
Wedding	\$500	Fee Waived		
Additional Wedding Rehearsal	\$50	Fee Waived		
Child Dedication	\$250	Fee Waived		
Organist Fees				
Weddings/Events	\$250			
Rehearsals	\$50/hr			

CHURCH COMMITTEE & TEAM are allowed sponsorships of various events and activities that are consistent with the VOM. One person should be designated from the committee as liaison (the proposed event having been supported by the committee as a whole) to be in contact with the Administrator to make sure that space is available and that procedures are followed. The use of the 2nd Floor Annex for large space gatherings is encouraged over the sanctuary. It is assumed that where a committee sponsors an outside group that at least one member of the committee or counsel will be in attendance at the event. On an annual basis, all committee chairs and/or their designee will be trained in the proper opening and closing procedures for the church. Committees or teams requesting a table in the parlor on Sunday need to make arrangements by the preceding Monday to the Cong. Admin. So that the Sexton can be notified. When

arrangements have not been made, the Sexton can refuse all requests that come to him on Sunday morning to set up tables.

CLEANING DEPOSITS: To ensure that spaces are left clean and lights are turned off, etc, a \$50 deposit will be required of all non-church persons or groups utilizing any church space(s). We will provide “maps” of certain rooms to ensure that the spaces are returned to their original configuration.

PUBLICITY for events to be held in the church must be approved in advance by the Administrator. No publicity or advertisement of any event occurring in church facilities may indicate or imply any sponsorship of the event by the church without the explicit agreement of someone from the senior staff team.

MUSICAL GROUPS are allowed up to one 4 hour block of additional rehearsal time (included in fee).

REMOTE FURNITURE USAGE: No individuals, whether church members or others, nor not-for-profit community groups may rent or borrow tables or chairs.

AUDIO VISUAL EQUIPMENT RENTALS: AV equipment will be rented out for use ONLY within the three Church buildings. Deposits to ensure proper handling will also be taken and returned if appropriate.

INSURANCE: For all non-church events insurance riders must be obtained by renter to protect church’s interests including non-church music events/concerts, dance classes, etc.

ALCOHOL POLICY: If alcohol will be served, renter will be required to provide proof of sufficient insurance coverage. This may be obtained through a rider on one’s homeowner’s policy, or by a catering or “event company”, if applicable.

SIGNATURE REQUIRED: An amended version of these approved policies will be mailed out to renters and will need to be signed and returned with payment.

PIANO USE: Only the approved technician is authorized to tune the piano. No food or drink is allowed in the vicinity of the piano. The Piano needs to be put back into its original position (as per the location marks on the floor) and is not to be moved to the far side of the organ. The cover needs to be put back on after use. Any problems with the piano need to be reported immediately to the Cong. Admin. A waiver for us of the Sanctuary does not waive the piano fee (see usage fees above). FUSIT has made a

significant investment in this piano and wishes to make it available to the community for the indefinite future. In order to help meet this goal, we ask a modest fee for the use of the piano. This fee will be deposited into a designated fund in our endowment to be used for necessary upkeep.

KEYS:

- Master Keys - Provides access to all rooms including Minister's Office, RE Office, Cong, Admin office and to all other church buildings. Only the Minister and Cong. Admin have a Master Key. Key may be given to other senior staff to be used when needed and returned immediately.
- Staff Keys - Provides access to all church entries and rooms. All other staff, as well as certain Board members and chairs of Buildings and Grounds have copies of this key.
- Parish House Key - this key can access rooms within the Parish house, including the Cong Admin and DRE offices. This key may be issued by the Cong. Admin. to chairs of committees or teams or renters who use the library or Rm 122 for regularly scheduled meetings.
- Parish House Basement Key - Provides access to only the two rooms within the Parish House basement. Keys may be issued to recovery group renter coordinators and to the co-chairs of the Babies First program.
- Annex Key - will be provided to renters of the Annex no more than one week prior to rental and should be returned no later than one week past the rental date. There will be a \$25 key deposit for the use of the annex. The deposit will be returned when the key is returned.

All keys will be issued and tracked by the Congregational Administrator and keys should be returned or re-signed out at the end of the church year for any staff, committees, teams, long term renters or board members. Keys should be distributed according to the need for access to the building. Keys must be returned to the Cong. Admin. When an individual is no longer on staff, when an individual is no longer a chair of a committee or team, when the congregant is no longer a member of the board and when an individual no longer performs the church activity for which the key was issued.

Pandemic Protocol Closure Policy Addendum

Effective Date: 8/6/20

Approved By: Moving Forward Team, FUSIT Board & Staff

The safety of the congregation and users of the FUSIT space is of utmost importance. When situations such as natural disasters, civil unrest or pandemics require the closure of FUSIT facilities, FUSIT will consider all guidance from denominational, local, state, national and public health authorities.

The closure of FUSIT facilities applies to the Sanctuary and Parlor, Annex, kitchen facilities, classrooms and restrooms. Exceptions may be made for FUSIT approved usage, staff, maintenance or repair, Red Cross blood drives, Stepping Stones preschool space and AA meetings in the basement.

When a closure is directed by authorities, FUSIT will document such closure and communicate the closure to the congregation and parties that use facilities. FUSIT may extend such closures considering the safety of all potential users.

The use of FUSIT for any purpose may be approved by the Moving Forward Committee conditioned upon submission of a written plan describing the number of attendees, location in the building and the time and date of use. Other than these special circumstances as approved by the MFC, closed buildings will remain closed.

Based on the guidance of FUSIT's insurance carrier, Church Mutual, and recommended considerations from the Unitarian Universalist Association - the following guidelines are effective during the COVID-19 pandemic:

1. FUSIT has closed its building and grounds to congregational activities with exceptions addressed in the above Pandemic Protocol Closure Policy.
2. IF and WHEN the determination has been made that the many criteria for safety can be met based on available resources, FUSIT will consider the following congregational activities:
 - Small group ministry meetings only with safely prescribed restricted numbers of participants and with clear protocol for distancing and cleaning procedures.

- Rites of passage of community members only with safely prescribed restricted numbers of participants and with clear protocol for distancing and cleaning procedures.

3. Rental Considerations - FUSIT may consider opening some or all of the building and grounds to a renter under the following circumstances:

- The renter has a COVID-19 safety plan that fully complies with all applicable state guidelines, policies and licensing requirements.
- The renter requires no contribution from FUSIT to implement Church Mutual prescribed levels of cleanliness (e.g. janitorial services).
- The renter has insurance with approved COVID-19 guidelines.
- The proposed use of the space does not include the Administration Building, and the renter's space use plan ensures that staff can safely access the Administration Building without coming into contact with renter activity.
- The renter's activity meets critical community needs (e.g. child care, human services, etc.).

4. Outdoor Usage - There will continue to be no sanctioned outdoor activities at, or sponsored by, FUSIT at this time, with the exception of limited grounds work.

This protocol continues to be based on three main considerations: safety protocols, legal liability and the moral and ethical responsibility of FUSIT events not leading to increased risk of spreading the virus.