



# First Unitarian Society of Ithaca

Connect. Inspire. Engage.

## Building Use Procedures

Church facilities may be made available to responsible individuals or nonprofit groups when the intended use is appropriate to the First Unitarian Society of Ithaca (FUSIT) Vision of Ministry (VOM) and the 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.

The fees shall be explained to each applicant by the Administrator, following the current fee schedule.

### [Rental Fees](#)

#### **BARTERS**

Musicians who wish to use the Sanctuary or Annex may pay the standard rental fee or have it waived in exchange for performing the Special Music at a Sunday Celebration. Guest musicians may barter for no more than two Sundays each year. Special Music is performed during the Prelude, Meditation and Postlude. If no admission is charged for the concert, the barter includes playing during one Sunday service in exchange for one free use of the Sanctuary or Annex. If admission is charged or a donation requested, the barter includes playing during two Sunday services in exchange for one free use of the Sanctuary or Annex. The barter is for the use of the space only. Other fees, such as the piano use fee and separate rehearsal fee must be paid by the groups. If a musician would

like to barter for use of one of the classrooms, they are entitled to up to four separate classroom rental dates in exchange for performing at one Sunday service.

### **LONG TERM RENTERS**

Special payment arrangements may be made for long term renters with the approval of the Operations Administration Team.

### **POLITICAL PARTIES**

FUSIT places the following limitations on building use with regards to political candidates, political parties, and political issues:

1. Use of our building for political campaign events that are in support of or against a political candidate(s) for public office or a political party are not allowed.
2. Use of the building for issue advocacy and general voter education are allowed and may have the rental fee waived according to current member and staff rental policy.

**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). If the space is left in good condition, the deposit will be returned to the group.

**MUSICAL GROUPS** can rent four hour blocks of rehearsal time for a \$50 charge if they are renting the sanctuary for a concert.

**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.

**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 and it needs to be plugged back in. Any problems with the piano need to be reported immediately to the Administrator. A waiver for use 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.

## **KEYS:**

- Master Key (Level 1) - Provides access to all internal and external doors including the Minister's Office, Administrator's office, and Annex. Only the Minister(s), Administrator, senior staff, head of Buildings and Grounds and the Sexton have a Master Key.
- Staff Key (Level 2) - Provides access to all external and internal doors except the Minister's office and Administrator's office. This key is only given to staff members.
- External Door Key (Level 4) - this key provides access to all external doors in the church, Parish House and Annex and provides access to the AV cabinet in the parlor. This key may be issued by the Administrator to chairs of committees or teams, Babies First team members and to all active board members. This key can be loaned to renters of the Annex no more than one week prior to their 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.
- Parish House Basement Key (Level 5) - Provides access to only the Parish House basement external door (not to the Babies First room). Keys may be issued to recovery group renter coordinators.

For any room other than the Annex, outside renters should be given the code to the Buffalo Street door, rather than given a key, to access the building

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, or board members. Keys must be returned to the Administrator 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.

## **BUILDING SECURITY**

The building has 4 exterior doors. When any of them are opened, those inside have access to the entire building except rooms and offices that are locked. The person who unlocks any of these doors is responsible for the security of the building until they have locked and /or confirmed all doors are locked. The Administrator must be informed of who is taking this building security responsibility for each rental/usage agreement.

Approved by OAT: 8/3/23

