

# Use Policies & Renter Responsibilities

**THE RENTER'S SECURITY DEPOSIT WILL BE FORFEITED IF THE RENTER OR ANYONE AFFILIATED WITH THE EVENT FAILS TO ADHERE TO THESE**

## General

- **Renter agrees not to sublease the premises.**
- **Renter understands and agrees that the use of the premises does not and should not imply sponsorship by Church of renter's activity or event.**
- **No food or drinks other than water in a closable container are allowed in the sanctuary or the narthex.**
- **No organizations other than the Unitarian Universalist Church of the Treasure Coast are allowed to use storage space within the church. Other organizations must store their props, literature, brochures and accessories offsite.**
- **Use of office equipment is not available to renters.**
- **Children must be supervised at all times.**

## Parking

There is parking available at the Fellowship Building and around the Church building.

## Alcohol

- Alcoholic beverages are **not** permitted in the Church building (Sanctuary) or surrounding grounds.
- Only beer and wine may be served and consumed in the Fellowship Building.
- Service and consumption of beer and wine are subject to the following requirements:
- The renter is solely responsible for adherence to and compliance with Stuart local and Florida state liquor laws. The church will be held harmless for acts or events related to the consumption of alcohol at the Church
- Under certain circumstances, serving alcohol may require a permit (Contact the city of Stuart) This permit must be attached to the building use application.

## Musical Accompaniment and Musical Instruments

**In the Sanctuary, use of the piano/organ for services, concerts, rehearsals, recitals, etc. requires the Music Director's approval in advance.**

In Heston Hall (Fellowship Building), use of the piano requires an additional fee.

The Music Director shall have the right of first refusal on all rites of passage if he is available. If he is not available, he will recommend a qualified substitute. On occasion, when a family prefers to use another musician, the Music Director must approve this in advance. Please note that the Music Director is entitled to request his customary fee even if another musician is used.

Moving the piano/organ is the responsibility of the renter. All instruments must be returned to their original location at the end of the event.

## Setup and Cleanup

All room setup is the responsibility of the renter. This includes tables and chairs. Renters may arrange the space to suit their particular needs. At the end of the event, the renter is responsible for returning the space to the condition that existed immediately prior to renter's use. **Cleanup, including putting away all furniture, must be completed immediately following the event.**

## Kitchen Use

The kitchen is generally intended for the re-heating, arrangement and service of food. Special arrangements must be made if the kitchen is intended to be used for a large-scale food preparation. Additional charges will apply

Please do not leave food behind in the refrigerators. Kitchen must be cleaned. All trash must be bagged and removed to the containers in the parking area. Please place recyclables in the blue containers

All appliances and utensils must be cleaned and replaced where they were found

The counter top surfaces must be wiped clean

The dishwasher must be filled and run.

## Deliveries and Pickup

Arrangements for all deliveries pertaining to renter's event are the responsibility of the renter (or their agent). Church staff accepts pre-arranged deliveries during regular church office hours only. The renter or their agent must be on site to accept deliveries and pickups when the church office is closed.

Deliveries may need to be coordinated around other rentals or regular church activities; therefore, the church secretary must be given reasonable and advance notice of any delivery to the church facilities, whether the delivery will be accepted by the renter, the renter's agent, or church staff.

The same requirements and courtesy are expected for any pickup arrangements after the renter's event.

## Furnishings and Decorations

A renter may rearrange furnishings and set out extra tables and chairs, but after the event, is responsible for returning the space to the condition that existed immediately prior to the renter's use.

**No string, staples, tacks, nails, screws, glue or permanent tape may be used to secure decorations. Only removable tape (such as drafting tape) that will not damage paint or woodwork is permitted.**

**Use of celebratory rice and confetti is not permitted on church property. The use of birdseed is allowed outside the building.**

## Damage

Renters must immediately report any damage to the buildings, properties, or equipment. The renter is responsible for the cost of repairs or replacement plus a \$100 administration fee. The total cost, minus the security deposit, will be the renter's responsibility.

The church will use its regular contractors for repair work.

**During the rental period, it is the renter's responsibility to ensure that**

- The buildings, properties, and equipment are treated respectfully
- The parking regulations are followed
- No smoking is allowed in church buildings or on church grounds
- Guidelines for recycling and disposal of waste are followed
- There is minimal use (if any) of non-recyclable materials. Disposable dinner/serving wares and paper goods are strongly discouraged.
- Children are directly supervised at all times
- All spaces used are returned to the condition they were in immediately prior to renter's use
- All flowers, food, alcohol, and any other items brought in for an event are removed by the renter immediately following the event
- All event cleanup is completed immediately following the event
- The Church is informed of any damage to buildings, properties, or equipment