

<b>First Unitarian Universalist Church Columbus, Ohio</b>		
<b>Chapter:</b> V. Property and Facilities		<b>Source:</b> Marian Garcia, Administrative Assistant
<b>Title:</b> Building Use Requirements		
<b>Approved by:</b> (Procedure)		<b>Date Approved:</b>
<b>Effective Date:</b>		<b>Date of Last Review:</b> 9/1/09

**Office Hours:** 9:00am to 5:00 pm Monday–Friday; **Office is closed Saturday and Sunday.** Please arrange with the office for a time to be let into the building outside of office hours, or before 5:30 p.m. during the week and for access on Saturdays. **Chair set-up** and kitchen use (if noted on other side) is included in your rental fee. **Kitchen use** includes coffee urns, sinks, stoves, ovens and refrigerator. Dishes and flatware are not available. All items brought in must be removed at the end of your event. The platforms, plants, piano and art must remain where they are. Chairs will not be removed from the Worship Center. The **sound system** is available for **\$50** by request at least one month in advance.

**Candles** are permitted at the front of the Worship Center or Fellowship Hall only, and must be in candleholders.

Your space will be confirmed when your **deposit** is received. Your deposit will be returned after your event provided the space is left clean, in good order, and you have taken all items with you. We ask that you return the furniture to its original order after your meeting. We provide no storage and assume no responsibility for items left behind. Saturday rentals must exit the building by 10:00 p.m. to allow us to set up for Sunday services.

If you need to **cancel** your event, we require a minimum of **30 days notice**. Your deposit and rental fee will be returned to you if you cancel before the cancellation date.

We ask that **parents or guardians supervise children** when they're on church property, so please keep them with you unless your group is providing an adult responsible for childcare, and has made arrangements with us for a separate childcare room.

Please alert your guests to the **“No Smoking”** policy of the church, and encourage your guests to use the ashtrays provided outside.

Moderate amounts of beer and wine may be served with a meal. Cocktails and “hard” liquor may not be served. **Alcoholic beverages** may not be sold and nonalcoholic beverages must be served along with alcohol. The person or group sponsoring the event is responsible for the behavior of persons attending the event, and must observe the policies set for personal conduct in the church.

**Publicity** for your event must include your organization’s telephone number and return address. We will be happy to post information regarding your event on our bulletin board.

- **Please recycle plastics, glass and aluminum. Recycling bins are located in the kitchen. Place all other trash outside in the dumpster.**
- **No unattended alcohol.**
- **All items brought into the church must be removed by 1:00 a.m., day of event. This includes, but not limited to, all food, beverages, tables, flatware, dishes, and decorations that may be provided by a catering service or the renters.**
- **Rice and birdseed are prohibited for wedding/union ceremonies. Bubbles, bells, and rose petals are permitted.**