



# **GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP BUILDING USE PROCEDURES**

**August 21, 2017**

**The Fellowship reserves the right to amend this Building Use Procedure without prior notice. Previously confirmed written confirmation agreements will not be affected by the changes, providing there is no change to your original building use requirement.**

GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP, 1135 STATE PARK RD, GREENVILLE, SC 29609

[www.greenvilleuu.com](http://www.greenvilleuu.com) ♦ 864-271-4883 ♦ [office@greenvilleuu.org](mailto:office@greenvilleuu.org)

**BUILDING USE PROCEDURES AND GUIDELINES FOR GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP,  
1135 STATE PARK ROAD, GREENVILLE, SC 29609**

The Greenville Unitarian Universalist Fellowship (Greenville UU Fellowship) encourages members, friends, individuals and community groups to use our Fellowship space when it is not being used for Fellowship activities. To coordinate scheduling and help ensure appropriate use of our facilities, we have established the following procedures and guidelines.

Our facilities are available to those groups and/or individuals who align with our principles:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

**All room bookings (internal and external) must be made through the Fellowship Administrator (in consultation with the Director of Lifespan Religious Education), regardless of priority. Permission is required for events to be held at the Fellowship.**

**Any ESTIMATED costs given, will be superseded by the final figure, once all aspects of the event have been finalized and a written confirmation is given. PLEASE DO NOT BASE YOUR BUDGET ON ESTIMATED COSTS. THESE COSTS MAY CHANGE ONCE ALL DETAILS HAVE BEEN FINALIZED.**

**WE MUST EMPHASIZE THAT WE ARE NOT A PROFESSIONAL EVENT SPACE AND DO NOT PROVIDE EVENT PLANNING SERVICES.**

**WE RECOMMEND YOU VIEW THE SPACE PRIOR TO CONFIRMING YOUR EVENT.**

**Bookings for events of 50 attendees and over, will incur a \$50 administration charge.**

**ALL weddings, regardless of the number of guests, will incur a \$50 administration charge.**

SECTION 1 – Priority of Users

SECTION 2 - Scheduling and Building Use Procedure/Conditions

SECTION 3 – Rules for Use of the Facilities

SECTION 4 – Weddings

SECTION 5 - Fee Structure, campus lay out and inventory

## **APPENDICES**

APPENDIX 1 - Building Use Request Form

APPENDIX 2 - Kitchen Procedure/Agreement

APPENDIX 3 - Carpet Care Procedure/Agreement

APPENDIX 4 – Greenville UU Fellowship Usage and Hold Harmless Agreement

## SECTION 1 – PRIORITY OF USERS

For the purposes of this procedure, an active member/friend is defined as an individual who meets at least **TWO** of the following criteria (please indicate on the Building Use Request Form which criteria you meet):

- a) Has been a member of the Fellowship for at least six months
- b) Has made consistent contributions for at least six months or have a paid pledge on record
- c) Be an active member of a current recognized Fellowship committee (proof required)
- d) Have volunteered in CYRE, or a major event at the Fellowship, in the last six months (proof required)

### **Priority One (no charge for building):**

Greenville UU Fellowship organized programs, events and meetings take priority. These are Greenville UU Fellowship recognized programs, and are planned, managed and overseen by Greenville UU Fellowship members, and/or staff.

The Greenville UU Fellowship Board, at their discretion, may approve certain community groups or programs, which are deemed to be Greenville UU Fellowship affiliated, to whom no building usage fee is charged. A requirement of that status is that a Greenville UU Fellowship active member/friend agrees to serve as liaison, be present at all meetings, events and programs, and supervise same, unless written permission is given by the Board for other arrangements. **Deposits and other fees will apply.**

Rites of Passage ceremonies, celebrations and/or receptions for Greenville UU Fellowship active members/friends, or their immediate family members (spouse, children, parents, siblings), may be held at the Greenville UU Fellowship. These events, often marking births, deaths or marriages, will incur no Building Usage fee. **Deposits and other fees will apply.**

### **Priority Two (reduced charge):**

Greenville UU Fellowship active members/friends may use the facilities at a reduced "Member" rate for other of their own **personal** events. **Deposits and other fees will apply.**

### **Priority Three (building usage charged):**

Groups or individuals, who are not active members/friends of the Fellowship, may book the facility. Building Usage fees will be charged. Deposits and other fees will apply. Member discount will not be given to groups, even if a Greenville UU Fellowship member is also a member of the contracting group.

Discount may apply for proven non-profit organizations if proof of 501(c)(3) status is provided with the facility request.

A copy of the Building Use Procedure will be given to all users. A signed Building Use Request Form must be returned to the Fellowship Administrator, and **written** confirmation given prior to the event taking place for before it is designated as an accepted event. A copy of the Building Use Procedure will also be displayed on the Greenville UU Fellowship bulletin board in the Fellowship Hall.

There may be a charge if a Custodian or a member of the Sound Crew is required. This charge must be **paid directly to the Custodian or Sound Crew member.**

## SECTION 2 – SCHEDULING/BUILDING USE PROCEDURE/CONDITIONS

- Please contact the Fellowship Administrator to discuss your planned event, your space requirements, Fellowship availability and to make a verbal reservation. Written confirmation will be given once the paperwork has been signed and returned, room availability has been confirmed, and permission has been obtained for you to use the space. **You must have an official written confirmation, before it is designated as an accepted event.**
- Please read these procedures and guidelines carefully. Then, complete the Building Use Request Form and return it to the Fellowship office. You must indicate if you will require a Custodian, childcare or Sound Crew member when you submit the agreement. These requirements must be pre-arranged and may not be able to be included after confirmation has been issued, and no guarantee can be made of availability. **Payment for these services must be made directly to the person and not to the Fellowship.**
- The signed Building Use Request Form must be returned to the Fellowship Administrator as soon as possible following your request for rental space. (The space may be given to another party if your signed form is not received in a timely manner). Written confirmation of your signed agreement will be given for your room allocation for the requested date(s) once approval has been obtained.
- The required security/damage deposit must be paid **within ten (10) days of the written confirmation and all rental fees are due in full no later than ten (10) days prior to your event.**
- If you require an event key to access the Fellowship facilities, please arrange with the Fellowship Administrator to pick up and return the necessary key(s).
- **We strongly suggest that you view the room to see if the space is suitable for your needs prior to booking your event. Please contact the Fellowship Administrator to make an appointment for a visit.**
- To cancel your reservation, you must notify the Fellowship Administrator in writing by mail or email **at least ten (10) days prior to the event to receive a full refund. If the event is cancelled after that time, refund may not be given.**
- In case of inclement weather, please check local media. The Greenville UU Fellowship usually follows the Greenville County School District's schedule for weather delays and closings during the weekday and Furman University's weather closings for Saturdays and evenings. If the Fellowship closes due to weather, you may choose to reschedule the event or receive a full refund of the amount paid.
- **The Greenville UU Fellowship is not liable for any costs incurred by you.**
- The Fellowship reserves the right to amend the Building Use Procedure without prior notice. If you have a written agreement already in place, the amendments will not affect your current event status, providing you make no changes to your original request. Any changes made will result in that agreement being void and the new terms will become in effect.
- Scheduled events may take place between the hours of 8am to 10pm for non-member events. The premises must be vacated and the room returned to the condition in which it was found no later than 11pm. Events held by the Greenville UU Fellowship or active members/friends may finish later if permission is obtained with the written confirmation of building usage. Advise the Fellowship Administrator if you wish your event to end later than 10 pm.
- **ALCOHOL CONSUMPTION/SALES – Alcoholic beverages may be served at an OFFICIAL FELLOWSHIP EVENT and at rites of passage events for active members/friends, providing NO FEE OR CHARGES ARE BEING SOLICITED for the beverages. For any other event, including those held by active members/friends and/or held by a GREENVILLE UU FELLOWSHIP Affiliate, THE ORGANIZER MUST PROVIDE PROOF OF LIQUOR LIABILITY INSURANCE with a minimum amount of \$1,000,000. If a fee is to**

**be charged, the appropriate license must be obtained and a copy of that license must be provided to the Fellowship Administrator at least ten (10) days prior to the event.**

- **NO FOOD OR BEVERAGES ARE ALLOWED IN THE SANCTUARY under any circumstances.**
- A Certificate of General Liability Insurance with a minimum amount of \$1,000,000 is required for all events and activities requested by groups/individuals who are not active members/friends. A copy of the certificate must be given to the Fellowship office, at least ten (10) days prior to the event taking place. If a copy of the certificate is not received, the Fellowship **RESERVES THE RIGHT TO CANCEL THE EVENT WITHOUT REFUNDING ANY MONIES PAID.**
- Use of tobacco in any form, or use of any electronic smoking device is only permitted outside of the Fellowship buildings.
- The facilities may not be used for events that may have a negative impact on the neighborhood (e.g. loud concerts which can be heard outside of the Fellowship), and all activities must comply with all federal, state and local laws and regulations.
- The Greenville UU Fellowship name may not be used in any way as publicity or endorsement of a political candidate, party or platform or to endorse any event, organization or activity without express written permission from the Fellowship Board.
- There are no landlines available in the building.
- Do not use the Fellowship office contact information on any advertising for your event.
- Use of fires, candles, open flames, smoke, or combustible materials (e.g. fireworks) is strictly forbidden anywhere on Fellowship property, at any meeting, program or event held by any group or individual other than the Fellowship itself or its officially recognized committees/teams, unless prior written approval has been granted by the President, President-Elect, Minister or Director of Lifespan Religious Education. Even if written permission is obtained, we require that any approved fire or use of candles/chalices be supervised at all times by a designated adult over the age of 21 and **proof of general liability insurance** has been received at least ten (10) days prior to the event.
- Use of the piano is included with the hire of the Sanctuary or Choir Room. Groups or individuals concerned with the tuning of the piano(s) may request tuning, at their own expense, by our approved vendor (as per the Fellowship Music Director).
- Use of audio-visual equipment belonging to the Fellowship is by **written PERMISSION ONLY** and must be set-up and/or supervised by a member of the Fellowship Sound Crew, or their designated representative. A fee/deposit will be charged for this equipment if a Sound Crew member is not present at your event. The request must be indicated on the Building Use Request Form, but availability of a member cannot be guaranteed. **The fee must be paid directly to the Sound Crew member on the day/evening of the event. The equipment deposit must be paid to the Greenville UU Fellowship.** Please contact [soundcrew@greenvilleuu.org](mailto:soundcrew@greenvilleuu.org) for further information.
- **No equipment or materials** may be stored on Fellowship property without prior **written** approval from the Fellowship Board. The Greenville UU Fellowship is not responsible for any equipment or materials left on the property. Items left at the Fellowship without written approval become the property of the Fellowship without notification and may be disposed of.
- Those individuals or groups who complete the Building Use Request Form and/or sponsor the event, meeting or program are responsible for the supervision of those attending their activity and for compliance with **all** policies and conditions of building use.

## CHILDCARE:

- **CHILDREN IN ATTENDANCE AT ANY EVENT MUST BE PROPERLY SUPERVISED.**
- When any part of the building is used for childcare, there must be at least two caregivers present, one of whom must be an adult over the age of 21.
- Use of the fenced playground area is prohibited, unless prior written authorization has been obtained.
- **Anyone wishing to use our nursery facilities must use approved Fellowship childcare staff. Workers are to be paid directly at the time of service.**
- Any group needing nursery childcare should make an email request to [dre@greenvilleuu.org](mailto:dre@greenvilleuu.org) (cc [office@greenvilleuu.org](mailto:office@greenvilleuu.org)) at least two weeks prior to the event. Childcare availability cannot be guaranteed.

Any further questions should be addressed to the Fellowship Administrator during office hours (Monday to Friday 9 am to 1 pm) on 864-271-4883 or [office@greenvilleuu.org](mailto:office@greenvilleuu.org).

### SECTION 3 – RULES FOR THE USE OF GREENVILLE UU FELLOWSHIP FACILITIES

- **WE EXPECT EVERYONE TO EXERCISE CARE AND RESPECT IN THE USE OF FELLOWSHIP PROPERTY AND FACILITIES.**
- **Please consult your Building Use Pack prior to your event.** This contains information on the kitchen equipment, Wi-Fi password, cleaning checklist and what to do should a fire alarm occur.
- A request may be made for the Custodian, but availability cannot be guaranteed. If you do not use our Custodian, you will be responsible for performing all duties, including cleanup and returning the room to its original setup immediately after the event. The request must be made when you reserve your space. A separate fee will be charged for custodial services (hourly rate) **and must be paid directly to the Custodian immediately following the event.** Requesting a Custodian does not dismiss your responsibilities for ensuring that the Fellowship is respected. The custodian's duties are:
  - Opening and/or locking up of the facility. The Custodian will stay no later than 11pm.
  - Setting up/stacking chairs and tables (if included in contract) before and after the event.
  - Disposing of a maximum of **two black bags** of trash into the Fellowship's dumpster. If the amount of trash exceeds two bags, please take the remainder with you.
  - Emptying the recycle bins into the Fellowship's recycling dumpster (We encourage the recycling of appropriate materials and the composting of appropriate food scraps).
  - Cleaning tables and chairs.
  - Sweeping/vacuuming/cleaning the floor.
  - Turn out all lights.
  - Complete the Fellowship cleaning check list.
  - **THE CUSTODIAN WILL NOT BE RESPONSIBLE FOR REMOVING DECORATIONS**
- The Custodian will liaise with the event supervisor concerning duties to be performed. The Custodian must be paid directly by the event supervisor following the end of the event. The event supervisor must remain on campus with the Custodian until the cleaning check list has been completed.
- Additional fees may apply if the security deposit does not cover any extra clean up that may be required after your event, and/or any damage noted upon post-event inspection.
- **The use of tacks, nails, sticky items, decals, or tape on Fellowship walls, windows and doors is STRICTLY PROHIBITED.** Please indicate on the Building Use Request Form if you wish to decorate the space. You must remove all decorations at the end of your event.
- The Greenville UU Fellowship is not liable for any accidents, damage to or loss of personal property that may occur before, during, or after your event.
- For any event held by a group or an individual other than an active member/friend of the Greenville UU Fellowship, a supplemental insurance policy must be obtained to cover any accidents, loss, injury or damage/loss of personal property that may occur before, during or after the event. The Greenville UU Fellowship **will not be liable** for any incidents/accidents that occur related to or during an event not held/sponsored/supervised by an active member/friend of the Greenville UU Fellowship. A copy of the policy is to be given to the Fellowship Administrator at least ten (10) days prior to the event taking place.

## SECTION 4 – WEDDINGS AT THE GREENVILLE UU FELLOWSHIP

We are honored to offer the use of our space to **active members/friends (and their immediate family)** with no fee for building use. We do require a deposit of \$250 which will be returned to you once the event has taken place and the space is clean and in good repair. There is a \$50 administration charge for **all** weddings to be held at the Fellowship, regardless of the number of guests.

### **Booking**

Please notify the Fellowship Administrator as soon as possible of your desired date. If you wish to reserve space for a rehearsal dinner on a date prior to the ceremony, please include that date also.

Complete a Building Use Request Form and return it to the Fellowship Administrator as soon as possible.

If you require the use of our commercial grade kitchen for your caterer, please ensure that your caterer familiarizes themselves with the operation of any of the equipment that may be used. You will be liable for any damage caused to the equipment during your event.

### **Wedding Package**

Our package includes:

All day (10 am to 10 pm) use of Sanctuary, Fellowship Hall, Fellowship Hall Patio, Fellowship Hall Kitchen, Founders, Conference and Choir Rooms for changing, tables, chairs, linens, use of Kitchen Equipment, Memorial Garden/Labyrinth (for photographs). One wedding rehearsal (two hours maximum) day before or day of event. Any extra space will be charged at the hourly rate.

**THE COST DOES NOT INCLUDE REHEARSAL DINNER, SOUND CREW, CUSTODIAN, CHILDCARE WORKER, BUSSER, SET UP OR CLEAN UP.**

The Fellowship does not provide wedding planning services. The Fellowship Administrator will not be available to liaise with your wedding vendors. You will need to arrange for someone to meet your vendor(s)/planner at the Fellowship should they need to see the premises. Appointments must be made via the Fellowship Administrator. **Please do not arrive at the Fellowship without an appointment as we cannot guarantee the Fellowship Administrator will be available.**

### **Audio-Visual**

We will need to know what type of music will be played (DJ, Live or other) and if they require use of our equipment. Our sound equipment/crew is available for hire if required. There is a deposit for the use of the sound equipment, if a Sound Crew member is not used. The hire of the Sound Crew is not included in your package cost. Please email [soundcrew@greenvilleuu.org](mailto:soundcrew@greenvilleuu.org) for more information.

### **Set-up and Clean-up**

You are permitted to set up the space as desired. If you decorate any of the rented spaces, **use of tacks, nails, sticky items, decals, or tape on Fellowship walls, windows and doors is strictly prohibited.**

Immediately following your event, you will be required to restore the space back to its original set up and remove any decorations from the campus. Any decorations that remain will be disposed of unless prior **written** authorization has been obtained.

If you use any of the Fellowship's linens, they must be laundered and returned to the Fellowship Office on the first business day following your event (if event is held on Saturday, linens must be returned on Monday). Any delay must have received prior **written** permission.

The Custodian can be hired for all or part of your event. Please see Section 3 for more details.

**THE GREENVILLE UU FELLOWSHIP ACCEPTS NO LIABILITY FOR ANY COSTS OR OCCURRENCES THAT ARE INCURRED BY YOU, YOUR VENDORS, PARTICIPANTS OR GUESTS FOR YOUR EVENT, INCLUDING RELATED TO THE EVENT BEING POSTPONED FOR ANY REASON.**

## SECTION 5 – FEE STRUCTURE FOR INTERNAL/EXTERNAL SPACE

Please see page 10 for complete list.

**For the purposes of this procedure, an active member/friend is an individual who meets at least two of the criteria listed in Section 1.**

**Proven non-profit organizations may receive a 25% discount on the total building usage fee. Proof of 501 (c)(3) status must be provided with completion of the Building Use Request Form.**

All prices include table and chair use. Please indicate on the Building Use Request Form how many you require.

Linens can be rented. Please indicate on your Building Use Request Form if you require linens, and the quantity required.

Kitchen equipment and utensils use is included in the kitchen rate.

The upstairs nursery classrooms are only available with special permission from the Director of Lifespan Religious Education.

**Security Deposit** - is due within ten (10) days of receiving your written event confirmation. The security/damage deposit will be used to cover any necessary cleaning and/or damage that may occur to the Fellowship property following the event. **REFUND OF THE SECURITY DEPOSIT WILL BE MADE AFTER AN INSPECTION OF THE FELLOWSHIPS' PROPERTY FOLLOWING THE EVENT determines that the facility was left clean and in good repair.** You will be responsible for any cost in excess of the deposit that may be incurred and may not be permitted to use the Fellowship facilities in future, if excessive damage occurs.

**Audio-Visual Equipment Fee** – Availability of Sound Crew members cannot be guaranteed. Use of the audio-visual equipment is by special arrangement only and must be included when you make your initial booking. All Sound Crew members must be paid directly (not through the Fellowship) immediately following the event.

**No use of Fellowship audio-visual equipment is allowed unless supervised/set-up by a member of the sound crew, or their designated representative (unless prior written authorization is given). If a member of the Sound Crew has not set-up or will not be supervising the event, a separate equipment deposit will be required.**

**Key Deposit** – A key deposit may be charged if event keys are required. The key charge is \$5 and the deposit is due when keys are picked up. The deposit will be returned after the keys have been returned to the Fellowship Office.

**PLEASE MAKE ALL CHECKS PAYABLE TO THE GREENVILLE UU FELLOWSHIP**

# GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP RENTAL FEES

| WE STRONGLY RECOMMEND YOU VIEW THE SPACE<br>PRIOR TO CONFIRMING YOUR EVENT |   |                  | HOURLY RATE<br>(MINIMUM 2 HOURS) |             |
|--|---|------------------|----------------------------------|-------------|
| Map #  | ROOM  | APPROX. CAPACITY | NON MEMBER RATE                  | MEMBER RATE |
| 001  | RE Common Area (downstairs)                     | 20-40            | \$ 35.00                         | \$ 15.00    |
| 005  | Senior High Classroom (downstairs)              | 15 max           | \$ 10.00                         | \$ 0.00     |
| 006  | Middle School Classroom (downstairs)            | 12 max           | \$ 10.00                         | \$ 0.00     |
| 008  | Coming of Age Classroom (downstairs)            | 12 max           | \$ 10.00                         | \$ 0.00     |
| 010  | 4/5 Grade Classroom (downstairs)                | 10 max           | \$ 10.00                         | \$ 0.00     |
| 012  | Classroom 1 (downstairs)                        | 15-20            | \$ 10.00                         | \$ 0.00     |
| 013  | Library/Women's Room (downstairs)               | 10-15            | \$ 15.00                         | \$ 10.00    |
| 101  | Sanctuary (includes piano)                      | 250              | \$ 45.00                         | \$ 25.00    |
| 103  | Conference Room                                 | 6-10             | \$ 10.00                         | \$ 0.00     |
| 105  | Founders Room                                   | 15-20            | \$ 20.00                         | \$ 10.00    |
| 107  | Spirit Play #1 (upstairs) *                     | 5 max            | \$ 10.00                         | \$ 0.00     |
| 108  | Choir Room (includes piano)                     | 25 max           | \$ 20.00                         | \$ 10.00    |
| 109  | Nursery #1 (upstairs) *                         | 5 max            | \$ 10.00                         | \$ 0.00     |
| 110  | Nursery #2 (upstairs) *                         | 5 max            | \$ 10.00                         | \$ 0.00     |
| 111  | Pre-K Nursery (upstairs) *                      | 5 max            | \$ 10.00                         | \$ 0.00     |
| 112  | Fellowship Hall & Patio                         | 299              | \$ 60.00                         | \$ 30.00    |
| 113  | Fellowship Hall Kitchen only                    |                  | \$ 50.00                         | \$ 20.00    |
| 112/113  | Fellowship Hall, Patio & Kitchen                | 299              | \$ 80.00                         | \$ 40.00    |
| 114  | Spirit Play Room #2 (upstairs) *                | 15 max           | \$ 10.00                         | \$ 0.00     |
| <b>Parking Lots</b>  |   |                  |                                  |             |
|  |   |                  | \$ 15.00                         | \$ 0.00     |
|  | Whole Outside field (next to CVS)               |                  | \$ 50.00                         | \$ 20.00    |
|  | Memorial Garden/Labyrinth                       |                  | \$ 40.00                         | \$ 15.00    |
| <b>Stage/Podium</b>  |   |                  |                                  |             |
|  |   |                  | \$ 5.00                          | \$ 0.00     |
| 117  | Linens – Tablecloths and Napkins (any quantity) |                  | \$ 10.00                         | \$ 0.00     |
| <b>Custodian – min. four hours, unless otherwise agreed</b>                |   |                  | \$ 20.00                         | \$ 20.00    |
| <b>Sound Crew Member</b>   |   |                  | \$ 30.00                         | \$ 30.00    |
| <b>Childcare Worker</b>  |   |                  | \$ 20.00                         | \$ 20.00    |
| <b>Busser</b>  |   |                  | \$ 15.00                         | \$ 15.00    |
| <b>WEDDING PACKAGE</b><br>(please see Section 4 for full details)          |   |                  | <b>\$1350.00</b>                 |             |

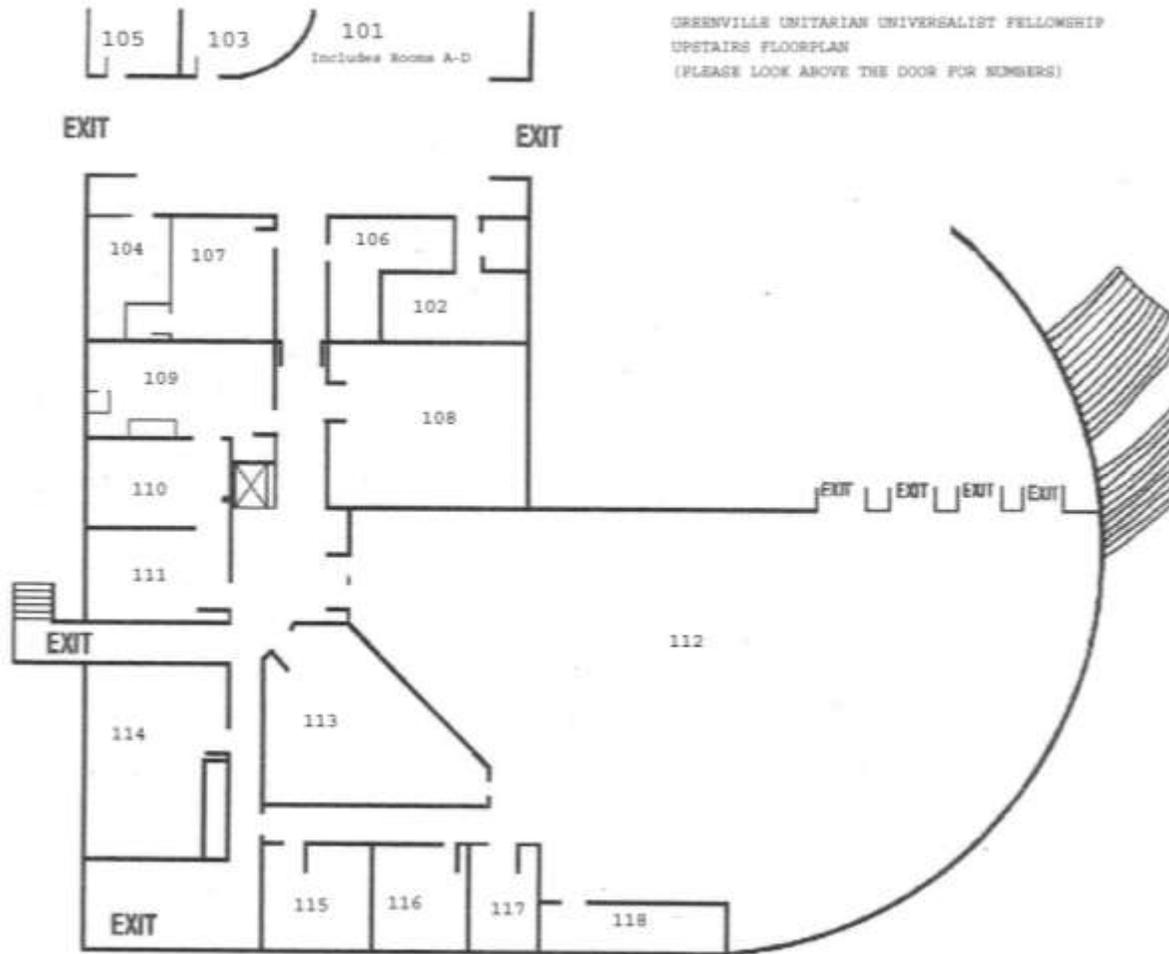
\* Special Permission is required from DLRE

**\$250.00 DEPOSIT REQUIRED FOR ALL EVENTS** – This will be returned if Fellowship is left in good repair.

**\$500.00 DEPOSIT REQUIRED FOR AUDIO-VISUAL EQUIPMENT** if no Sound Crew Member will be present at the event. This will be returned if no damage occurs to the equipment.

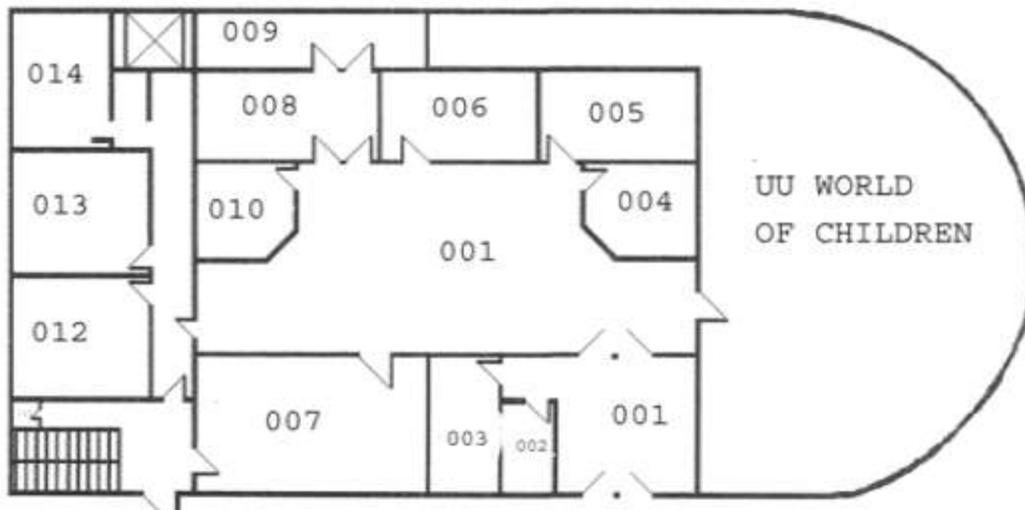
**Any special pricing must be approved by the President, President-Elect, Minister or Director of Religious Education prior to written confirmation being given for your event.**

# GREENVILLE UU FELLOWSHIP LAYOUT



## GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP DOWNSTAIRS FLOOR PLAN

(Please check above the door for room number)



# GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP

## HERE'S WHAT WE HAVE – WHAT DO YOU NEED?

Please note these are approximate values only.

We strongly recommend you obtain chair covers for any special events.

All linens used must be laundered and returned to the Fellowship on the next business day following your event.

| DESCRIPTION               | SIZE          | COLOR     | APPROX QTY | QTY REQD |
|---------------------------|---------------|-----------|------------|----------|
| Rectangular Plastic Table | 8 ft x 2.5 ft | Off White | 14         |          |
| Rectangular Plastic Table | 6 ft x 2.5 ft | Off White | 9          |          |
| Round Wood/Metal Table    | 3.5 ft        | Brown     | 2          |          |
| Round Wood/Metal Table    | 2.5 ft        | White     | 7          |          |
| Metal/Padded Chairs       | ----          | Black     | 106        |          |
| Metal/Padded Chairs       | ----          | Blue      | 23         |          |
| Rectangular Tablecloth    | Large         | White     | 15         |          |
| Rectangular Tablecloth    | Small         | White     | 3          |          |
| Rectangular Tablecloth    | Small         | Cream     | 8          |          |
| Rectangular Tablecloth    | Large         | Red       | 10         |          |
| Rectangular Tablecloth    | Large         | Purple    | 10         |          |
| Round Tablecloth          |               | White     | 4          |          |
| Round Tablecloth          |               | Cream     | 2          |          |
| Various Tablecloth        | Various       | Various   | 11         |          |
| Napkins                   | Small         | White     | 106        |          |
| Clear Glass Dinner Plates |               |           | 135        |          |
| Clear Glass Salad Plates  |               |           | 188        |          |
| Clear Glass Soup Bowls    |               |           | 72         |          |
| White China Soup Bowls    |               |           | 60         |          |
| Dinner Knives             |               |           | 213        |          |
| Dinner Forks              |               |           | 174        |          |
| Salad Forks               |               |           | 53         |          |
| Teaspoons                 |               |           | 111        |          |
| Soup Spoons               |               |           | 104        |          |
| Wine Glasses              |               |           | 150        |          |

# APPENDIX 1 – GREENVILLE UU FELLOWSHIP BUILDING USE REQUEST FORM

1. RESPONSIBLE INDIVIDUAL OR GROUP \_\_\_\_\_

2. EVENT TITLE \_\_\_\_\_

3. CRITERIA MET: (a) \_\_\_\_ (b) \_\_\_\_ (c) \_\_\_\_ (d) \_\_\_\_ (Please refer to Section 1 of the Building Use Procedures for criteria. A minimum of two must be met). Please specify which committee you have participated in. Participation will be checked with the Committee Chair:

ADULT RE \_\_\_\_ BUD DRIVE \_\_\_\_ B&G \_\_\_\_ CYRE \_\_\_\_ COMMS \_\_\_\_ COM ON MIN \_\_\_\_ DENOM AFF \_\_\_\_  
F,F&A \_\_\_\_ MEMBERSHIP \_\_\_\_ SOC.RESP. \_\_\_\_ SUND.SERV. \_\_\_\_ WAYS&MEANS \_\_\_\_ LEAD.DEV. \_\_\_\_ BOARD \_\_\_\_  
VOL.COORD \_\_\_\_ NON-PROFIT (please provide written proof) YES \_\_\_\_ NO \_\_\_\_

## 4. CONTACT DETAILS:

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

## 5. EVENT INFORMATION:

EVENT DATE (1): \_\_\_\_\_ EVENT DATE(2): \_\_\_\_\_

DATE (1): TIMING: FROM \_\_\_\_ TO \_\_\_\_ DATE (2): TIMING: FROM \_\_\_\_ TO \_\_\_\_ (INCL. SET UP/CLEAN UP)

BRIEF DESCRIPTION OF EVENT: \_\_\_\_\_

# OF GUESTS/ATTENDEES EXPECTED \_\_\_\_\_ ENTRY FEE TO BE CHARGED? Members \$ \_\_\_\_ Public \$ \_\_\_\_ NO \_\_\_\_

CATERER: YES \_\_\_\_ NO \_\_\_\_ PHOTOGRAPHER: YES \_\_\_\_ NO \_\_\_\_ PLANNER: YES \_\_\_\_ NO \_\_\_\_ OTHER: \_\_\_\_\_

KITCHEN: HEAT ONLY \_\_\_\_ COOK \_\_\_\_ DRINKS ONLY \_\_\_\_ SERVE ONLY \_\_\_\_ NONE \_\_\_\_ MINISTER REQD: YES \_\_\_\_ NO \_\_\_\_

TABLES: QTY \_\_\_\_ CHAIRS: QTY \_\_\_\_ DECORATE: \_\_\_\_ FLOWERS: \_\_\_\_ TABLECLOTHS: QTY \_\_\_\_ NAPKINS: QTY \_\_\_\_

ENTERTAIN: DJ: YES \_\_\_\_ NO \_\_\_\_ LIVE: YES \_\_\_\_ NO \_\_\_\_ OTHER: \_\_\_\_\_ HAVE EQUIP: YES \_\_\_\_ NO \_\_\_\_

AUDIO/VISUAL: PROJECTOR \_\_\_\_ SCREEN \_\_\_\_ SPEAKERS \_\_\_\_ MICS (QTY) \_\_\_\_ LIGHTS \_\_\_\_ MEMBER \_\_\_\_

CLEAN-UP: BUSSERS - QTY \_\_\_\_ FROM \_\_\_\_ TO \_\_\_\_ SEXTON: FROM \_\_\_\_ TO \_\_\_\_ SELF: \_\_\_\_ OTHER \_\_\_\_

CHILDCARE: QTY \_\_\_\_ FROM \_\_\_\_ TO \_\_\_\_ STAGE AND/OR PODIUM: \_\_\_\_\_

6. ALCOHOL: CONSUME: YES \_\_\_\_ NO \_\_\_\_ CATERER SERVE: YES \_\_\_\_ NO \_\_\_\_ SELL: YES \_\_\_\_ NO \_\_\_\_

7. INSURANCE: INDIVIDUAL: YES \_\_\_\_ NO \_\_\_\_ CATERER: YES \_\_\_\_ NO \_\_\_\_ OTHER: YES \_\_\_\_ NO \_\_\_\_

A Certificate of General Liability Insurance is required for all non-Fellowship events/activities. If alcohol will be consumed, proof of liquor liability insurance must also be provided and a licensed bartender or bartending service is required to preside over the event.

8. WEDDING PACKAGE (See Section 4): YES \_\_\_\_ NO \_\_\_\_ (please indicate any additional space requirements)

## 9. PLEASE TELL US YOUR PREFERRED SPACE REQUIREMENTS:

ROOM(S): \_\_\_\_\_

COMMENTS/NOTES: \_\_\_\_\_

I have authority and accept responsibility for my group/organization. I have read and agree to abide by the guidelines provided for using the buildings and property of the Greenville Unitarian Universalist Fellowship. I agree to pay a deposit and pay the balance, in full, as required. I understand that Fellowship use fees and procedures are subject to change. YOUR BOOKING IS NOT CONFIRMED UNTIL AN OFFICIAL CONFIRMATION HAS BEEN ISSUED.

ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## APPENDIX 2 – KITCHEN USE AGREEMENT

Dishes, cooking utensils, and silverware are available for use by individuals or groups which have rented the kitchen area. No one may use disposable materials, or other provisions/supplies located in the kitchen, without prior written permission.

### OFFICIAL GREENVILLE UU FELLOWSHIP PROGRAMS, EVENTS, MEETINGS:

- Any food or beverage left in the refrigerator or cabinets must carry a label indicating the date it was brought to the Fellowship.
- If the food or beverage is for a particular event, it must be clearly labeled.
- Food or beverages left in the refrigerator or cabinets after the event will be considered available for the use of the Fellowship.
- Any food or beverages left without proper labels will be discarded at our discretion.
- Any food or beverages that reach their 'sell by' date prior to use will be discarded without notice.
- All surfaces must be wiped clean and dried.
- The floor, including under the mats, must be swept.
- All trash must be removed. The **trash must be emptied for Sunday morning.**

Fellowship groups/committees who hold an event that results in damage, or requires additional cleaning, will have charges for the cleaning service deducted from their area budget. If no budget exists, the supervisor of the group will be responsible for the cleaning cost.

### PERSONAL OR GROUP EVENTS (NOT OFFICIAL GREENVILLE UU FELLOWSHIP EVENTS):

- Remove all leftover food, beverages and food preparation equipment which you brought in.
- All surfaces must be wiped clean and dried.
- The floor, including under the mats, must be swept.
- Trash must be emptied.
- Anyone using the kitchen **MUST LEAVE IT CLEAN AND ORDERLY**. All Fellowship items used must be cleaned and returned to their proper places before you or your group leaves.
- Spills in the refrigerator, on the stove, or on the counters or floors should be cleaned up as much as possible. A note or email ([office@greenvilleuu.org](mailto:office@greenvilleuu.org)) should be left for the Fellowship Administrator describing the nature of the spill and its location if further cleaning is required. If any damage occurs to the kitchen as a result of the spill, or if professional cleaners are required, the cost will be deducted from the security deposit. If no deposit has been made for the facility, the cost **MUST BE PAID BY THE INDIVIDUAL/GROUP/SUPERVISOR THAT USED THE FACILITY** and an invoice will be issued.
- **I accept these conditions, and agree to abide by this procedure.**

EVENT SUPERVISOR (please print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

**APPENDIX 3 – CARPET CARE PROCEDURE/ AGREEMENT**

- Individuals or groups holding events in which food or drink are brought into any carpeted area will make sure that all food, drink and containers are removed after the event.
- Please make sure trash can is emptied of any food prior to leaving the room.
- The event supervisor will be responsible for the basic clean up on any spills that may occur during the event and report any spills to the Fellowship Administrator via email to [office@greenvilleuu.org](mailto:office@greenvilleuu.org) so a more thorough clean up can be completed if required.
- If additional clean-up is required following an event, the charge will be deducted from the deposit that was received, or a supplemental invoice will be issued to cover any shortfall in the cleaning cost.
- If a deposit/fee was not charged for the event, it is expected that the group using the facility will be responsible for the cleaning charge and an invoice will be raised for the amount.
- If the group is sponsored by an area of the ministry, that committee must be responsible for the costs incurred.

**I accept these conditions, and agree to abide by this Procedure.**

**EVENT SUPERVISOR (please print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**DATE** \_\_\_\_\_

**APPENDIX 4 - GREENVILLE UNITARIAN UNIVERSALIST FELLOWSHIP USAGE AND HOLD HARMLESS AGREEMENT**

I/We the undersigned individual or authorized representative(s) of \_\_\_\_\_  
\_\_\_\_\_ (hereafter the "Organization") of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and/or grounds of the Greenville Unitarian Universalist Fellowship (hereafter the "Church") from \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_\_, for the purpose of \_\_\_\_\_ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that I/we/our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures included in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our I/we/our Organization has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Usage and Hold Harmless Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ **(ORGANIZATION NAME)**

\_\_\_\_\_ **(INDIVIDUAL OR REPRESENTATIVE NAME)**

\_\_\_\_\_ **(TITLE, IF APPLICABLE)**

\_\_\_\_\_ **(SIGNATURE)**