

Facilities Use Policy And Conditions Of Use

Starr King Unitarian Universalist Church

Approved by Board of Trustees, April 1, 2025

Revised June 3, 2025

I. Permitted Uses

A. Church facilities shall be available for use by individuals and groups who are aligned with our values.

B. Suitable events include religious services such as weddings, memorials, and child dedication services, community activities, cultural events, private and public meetings, political forums, charitable benefits, and other uses deemed appropriate by the Board of Trustees.

C. The person who is financially responsible for the event, and who will be responsible for ensuring compliance with all requirements, must complete and sign a Facilities Use Agreement. Facilities Use Agreement forms are available from the Church Office Administrator or on the Church Website.

II. Building Rates, Deposits, Reservations, and Cancellations

A. Facilities Rental Rates are requested in accordance with the schedule approved by the Board of Trustees (see Facilities Rental Rates).

B. The Board of Trustees requires that the user obtain comprehensive general liability insurance with a personal injury endorsement with a limit of not less than one million dollars (\$1,000,000) per event and provide to SKUUC a certificate of insurance which specifies the insurance limit and names Starr King Unitarian Universalist Church as additional insured.

C. To secure a reservation, all renters must pay a \$150 deposit which will be returned if the premises are left in the same condition in which they were found. There is also a \$50 maintenance fee.

D. For all renters, full payment, including the deposit, is due seven days prior to the event.

E. The church reserves the right to cancel a use agreement if conditions for the use are violated or if the originally stated purpose of the event appears to be altered. If the church cancels an agreement prior to an event, all deposits will be returned.

F. The minister has the authority to apply a sliding scale to the rental fees at their discretion.

III. Conditions of Use

A. Renters are responsible for setting their own safety guidelines at or above those required by public health and SKUUC.

B. Food may only be served and consumed in Fellowship Hall or exterior, with the following exception: food may be consumed in the Sanctuary for church sponsored events.

- C. No peanuts or peanut products on campus.
- D. For non-member renters, preparation of food and beverages will be limited to the kitchen.
- E. No smoking, no vaping, no use of drugs of any kind are allowed on church premises.
- F. Serving and consumption of alcohol is permitted as long as the guidelines in the church [Alcohol Policy](#) are strictly observed and the event insurance covers it.
- G. No animals other than service animals are allowed on the church property.
- H. A responsible adult must supervise the activities of youth under the age of 18. Supervisors must be listed on the Facilities Use Agreement
- I. The church's equipment and supplies may be used only by prior arrangement and may not be removed from the building.
- J. Only church members may use the church's dishes, flatware, vases, linens. They must make arrangements for laundering linens soon after use.
- K. Only qualified musicians may use the piano. The piano may not be moved.
- L. Only sound associates from SKUUC may operate the audio visual system in the sanctuary, including microphones.
- M. At the end of the event all equipment and supplies shall be returned to their correct place.
- N. In consideration of our neighbors, facilities are not available before 8:00 a.m. The building must be fully secured and the gate locked by 10:00 pm.
- O. Rental time includes setup and cleanup times.
- P. Access for setup and cleanup must be scheduled and stated on the Facilities Use Agreement.
- Q. Users must replace all furniture and place all trash in receptacles. Recycling, organics, and trash must be correctly sorted into the appropriate bins. Spills should be cleaned as soon as possible. A clearly marked kitchen cupboard of cleaning supplies is available.
- R. Instructions will be provided for the coffee pots. A pot will be provided for hot water. All Users are responsible for cleaning these pots and disposing of grounds in the organic waste bins.
- S. Saturday users must leave facilities ready for Sunday morning activities on all parts of the campus.
- T. Arrangements for obtaining and returning keys to enter the facilities must be made with the administrative staff. Administrative staff will notify the appropriate persons or Committee representative for post event cleaning. A security checklist will be provided with the keys and must be followed when securing the buildings and grounds upon departure. Keys must be returned to the office within 7 working days after the event.

Rental Policy for Weddings and Celebration Of Life Services

Approved by Board of Trustees, April 1, 2025

Starr King Unitarian Universalist Church strives to provide a warm and friendly atmosphere for weddings and celebrations of life.

All services must be scheduled in consultation with the minister. If the minister is unable to officiate, the minister will work with the parties to find another officiant. All officiants must be approved by the minister.

Arrangements to use the facility shall be made in accordance with the Facilities Use Agreement.

The board reserves the right to make exceptions in special circumstances.

Celebration of Life

Policy	Members, Minor Children, Pledging Friends	Intimate Family of Members & Pledging Friends	Others not associated with Church
Rental Rate	Rental charge waived	Rental charge waived	Non-member rate
Damage/cleaning Deposit	Required	Required	Required
Amenities	Church provides programs, set-up, cookies, coffee, tea, punch, basic clean-up	Church provides programs, set-up, cookies, coffee, tea, punch, basic clean-up	Renter provides. Church gives guidance on set-up.
Minister	Provided – no honorarium	Renter pays honorarium	Renter pays honorarium
Pianist	Renter covers the cost	Renter covers the cost	Renter covers the cost
Additional Food	Renter covers the cost	Renter covers the cost	Renter covers the cost
Sound booth & zoom techs	Church provides	Renter covers the cost	Renter covers the cost

Wedding Service

Policy	Members, Minor Children, Pledging Friends	Intimate Family of Members & Pledging Friends	Others not associated with Church
Rental Rate	Rental charge waived	Member rate	Non-member rate
Damage/cleaning Deposit	Required	Required	Required
Amenities	Church provides programs, set-up, cookies, coffee, tea, punch, basic clean-up	Renter provides	Renter provides. Church gives guidance on set-up.
Minister	Provided – no honorarium	Renter pays honorarium	Renter pays honorarium
Pianist	Renter covers the cost	Renter covers the cost	Renter covers the cost
Additional Food	Renter covers the cost	Renter covers the cost	Renter covers the cost
Sound booth & zoom techs	Church provides	Renter covers the cost	Renter covers the cost

Facility Rental Rates

Starr King Unitarian Universalist Church (SKUUC)

Approved by Board of Trustees, April 1, 2025

	SKUUC Member	Non-Member
Sanctuary Capacity 80 persons. 4 hour min.	\$25 hr.	\$45 hr.
Sanctuary Capacity 80 persons. 8 hours max.	\$150	\$300
Fellowship Hall (including kitchen) Capacity: 50 persons Min 4 hours, max 8	\$30 hr.	\$60
Fellowship Hall – Up to 15 person – up to four hours (Bargain rate for members for small private parties)	Flat rate - \$50	Not available
Sanctuary and Fellowship Hall 8 hours max	\$175/day	\$400/day
Refundable deposit for keys/ damage/excessive cleaning	\$150	\$150
Nonrefundable maintenance fee	\$50	\$50

Audio/ Visual System	The Audio/Visual system, including microphones, may only be operated by A/V techs provided by SKUUC. * Sound booth tech: \$35/hour (2 hour min.) * Zoom tech for hybrid events: \$35/hour (2 hour min.) * Zoom event recording: \$50
Piano Use	Only qualified musicians may use the piano. It can be used only when you provide the church office with the name and qualifications of your musician. The piano may not be moved.
Pianist	The church office can provide you with the name and contact information of a professional pianist. Customary rates apply.

All Renters are responsible for reading and agreeing to abide by the Facility Use Policies and Facilities Conditions of Use as spelled out in the Facilities Use Agreement. Available on line – See Rental Information

For additional information about weddings or memorial services, consult the SKUUC Wedding Service Policy or Memorial Service Policy (Insert links to those documents)

FACILITIES USE AGREEMENT

STARR KING UNITARIAN UNIVERSALIST CHURCH (SKUUC)

Approved by Board of Trustees, April 1, 2025

Your reserved time includes your setup and cleanup time. You will have no other access to your space aside from your scheduled times. A copy of the SKUUC Facilities Use Policy and Conditions of Use will be included with the agreement.

WHEREAS, Starr King Unitarian Universalist Church of Hayward, hereafter "Owner," owns real property known respectively as (1) the Sanctuary, (2) Fellowship Hall, and (3) the Grounds, and:

Name of Group / Organization: _____

Name of Person Responsible for Group: _____

E-Mail: _____

Daytime Telephone: _____ Evening Telephone: _____

Address: _____,

Street number and name

City

Zip Code

hereafter "User," desires to use the above-named facilities, IT IS AGREED between Owner and User as follows:

I. The Owner hereby grants the use of: _____

from: _____ a.m. / p.m. to _____ a.m. / p.m.

on: _____ (day of the week) _____ (date)

for the purpose of: _____

Date and time required for set-up (fees apply): _____

Will you need the Audio/Visual equipment in the sanctuary? yes / no

Will you also want to Zoom your event? yes / no

We charge \$35/hour each for A/V and zoom techs. There is a two hour minimum.

Exactly what time is your event (start and stop)? _____

Event start and stop time incl setup and takedown time (to be completed by SKUUC):

Our techs will need to be there 15 to 45 minutes ahead for setup (actual time depends on the a/v complexity of your event) and 15 minutes after for take-down.

Space to be rented:

_____ Sanctuary Only

_____ Fellowship Hall

_____ Full Facility

II. Rental rate for the above space.

Status: (please circle): Member Non-Member

Up to Four (4) hours: _____ Maximum Eight (8) Hours: _____

Refundable Cleaning & Key Deposit \$150.00 _____

Nonrefundable Maintenance Fee: \$50 _____

Deposit and Rental Rate must be paid 7 days before event: _____
Insert Date Above

NOTE: The Refundable Cleaning and Key Deposit will be returned when the owner is satisfied that the space has been left as it was found.

A. All users are responsible for setting up their own space, returning furniture, equipment, and all items to the correct place, cleaning the facility so it will be ready for the next user.

B. No illegal activity of any kind will be tolerated in or near the facility, nor anywhere on premises owned by Owner.

C. Liability: User shall indemnify, defend, and hold harmless Starr King Unitarian Universalist Church, its trustees, employees, agents, representatives, and contractors from any and all losses, costs, liabilities, damages, and expenses, including reasonable attorneys' fees incurred in connection with the use of space. In addition, the Board requires that the User obtain comprehensive general liability insurance with a personal injury endorsement with a limit of not less than one million dollars (\$1,000,000) per event and provide to Starr King Church a certificate of insurance which specifies the insurance limit and names Starr King Unitarian Universalist Church as additional insured.

D. The parties agree that the person who signs this Agreement on behalf of the User shall be designated as the person responsible for the care of Owner's real and personal property until the period of User's use of the facility expires. This includes leaving the buildings and grounds in the condition in which they were found. The parties further agree that such person will receive from Owner any refund of the cleaning deposit to which User may be entitled.

E. I understand that, because the Starr King Unitarian Universalist Church of Hayward is a registered non-profit, I may not charge an entrance fee to my event/ recital/ lecture/ conference, etc.

F. Smoking is NOT permitted in any space.

G. Music or noise should not be audible outside the Building after 9:00 p.m.

H. I understand that the Hayward Fire Department has established safe occupancy limits (80 people in the Sanctuary and 50 total seated in Fellowship Hall), and I will abide by these limits for reasons of safety.

Anticipated attendance: _____

I. I understand I am responsible for keeping ALL CHILDREN & YOUTH in my sight & control at all times.

Will there be youth under the age of 18? _____

Names of adult supervisors: _____

J. I understand that only qualified musicians may use the piano and that the piano may not be moved.

Will you require use of the piano? _____

Name of adult musician: _____

K. I understand that only Sound Associates from Starr King Unitarian Universalist Church may operate the audio/visual equipment, including microphones, and that fees for Sound Associates and Zoom techs are a separate item.

L. I have read the Starr King Unitarian Universalist Church Facilities Use Policy and Conditions of Use Statements dated (TBD) and agree to comply with all requirements.

The person signing this document will be considered by the Church/Owner to be the responsible party who will be present at the event, and will ensure that the event is conducted in a manner that upholds the Church's purpose.

IN WITNESS WHEREOF the parties have executed this Agreement on the day and year written below

Signature of the responsible person

Date: _____

Representative's signature of Starr King Unitarian Universalist Church of Hayward

Date: _____