

Rental Policies and Procedures

Unitarian Universalist Church in Eugene



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Introduction:

The Unitarian Universalist Church in Eugene (UUCE) is pleased to make our facility available to individuals and groups in the community that seek to serve and enrich human life through the arts, education, social and environmental justice, celebrations, weddings, or other activities that are compatible with our mission and vision: “Empowered by love, we transform ourselves and serve our world.”

Furthermore, in keeping with UU values, no individual or group will be denied use of the building on the basis of religion, race, sex, national origin, disability, gender identity, sexual orientation, age, or public assistance status.

We require that, when renting our facilities, you adhere to the following policies and guidelines:

Use of Premises:

Groups that rent space in the building are authorized to use only the rooms they have rented and the restrooms. Adjacent hallways may be used only with permission from the rental administrator. Setting up furniture in adjacent hallways requires permission from the rental administrator. Hallways are not play areas and should be used only for travel between rooms. **Children in the hallways must be accompanied by an adult.**

All renters are asked to honor agreements concerning starting and ending times for their events. Most one-time rentals and large events require an approved UUCE Event Host or Custodian for the entire duration of the rental, from set-up through clean-up.

Doors:

Doors should remain closed and locked at all times. Renters will be given a door code for the North Door, on or before the day of their event, that can be shared with attendees. **If a renter wishes to leave a door unlocked to welcome attendees, they must provide a greeter to welcome folks at the door, so that the door is monitored the entire time that it is unlocked.**

Playground:

Renters may only use the playground if included on the rental contract and paid for in advance. Children on the playground must be supervised at all times by two responsible adults. Playground supervisors must be introduced to UUCE custodian or event host on the day of the event.

Renters who use the playground assume liability for any accident or injury that may arise during the event and assume financial responsibility for any damages to church property or equipment, and will be required to procure a liability insurance policy.

Kitchen:

UUCE's kitchen is a certified commercial kitchen, which is only available to rentals when specifically included on the rental contract.

Those who rent the kitchen have use of the six-burner gas range, with a 24" griddle and two standard ovens, and a dedicated refrigerator. So long as any items used are washed, dried, and put away, basic kitchen equipment is available, along with dishes and cutlery. A custodian will instruct the renter in proper use of kitchen equipment, including the dishwasher.

The pantry and its contents are NOT available to renters.

Renters who use the kitchen are expected to complete each item outlined in the Kitchen Clean-Up Checklist. Copies of the checklist are available in the kitchen at all times. After clean-up is finished and the checklist is completed, it must be turned into the church office dropbox, with a signature from a UUCE custodian or event host.

If a renter fails to turn in the signed checklist, or our custodian is unwilling to sign off that cleaning was completed to our satisfaction, a \$75 clean up fee will be applied.

Parking:

UUCE provides onsite parking free of charge, with 58 regular parking spaces and 4 accessible parking spaces. On weekends and in the evening,

guests may also park in the lot of the Looking Glass School¹ next door. If you are concerned about parking, check with the Rental Administrator to be sure the neighboring lot is available.

Event Promotion:

All posters, fliers, announcements and advertising for your event must include a contact phone number from your organization, NOT the church office number. Mail for your organization must NOT be sent to the church address. Marketing and advertising materials may be hung, with permission from the Rental Administrator, on the Community bulletin board near the East entrance. UUCE will not promote outside events via the Church website, calendar, social media or email lists unless explicitly stated by the Rental Administrator.

General Facility and Equipment Information:

Wi-Fi and Internet:

Wireless internet is available free of charge. The network is named UUCE Public, no password required. Please notify the Rental Administrator if you will need ethernet connection.

Scent Policy:

We ask all users of our building to refrain from wearing fragrances, scents, and perfumes to ensure that our facility is accessible for people who are sensitive to fragrances and scents.

Lighting:

UUCE is well lit by skylights during daylight hours and by energy-efficient lights at night. Outdoor walkways and all entrances are also lit at night. Renters may not adjust lighting in Sanctuary and Social Hall without permission and/or supervision from staff. Event staff will adjust lighting on request.

Smoking:

Smoking is not permitted in any part of the church building, under the breezeways, on the patio, or within 10 feet of any entrance to the building.

¹ Please note: No parking is permitted under the overhang outside of Looking Glass. Cars may be towed, and Looking Glass's building alarm may be triggered.

People may smoke along the north side of our parking lot, near the dumpsters, where there is a smoker's pole for cigarette debris.

Animals:

No animals, except for service animals as defined by the Americans with Disabilities Act, are permitted in the building unless authorized by the Rental Administrator.

Displays and Decorations:

Upon conclusion of an event, all space used must be restored to its original condition. If decorations and displays are put up, they must not damage church property and must be removed at the conclusion of the event.

Decorations and displays must be limited to walls and tables. Renter may NOT affix decorations/décor anywhere else in the Church, including, but not limited to, the ceiling, musical instruments, furniture, and pulpit. All displays and decorations, including signage, must be removed at the conclusion of an event.

The following additional rules apply:

1. Renter may NOT use nails, thumbtacks, paste, glue, and/or unapproved tape to decorate.
 - a. The only permitted materials for adhering decorations or displays are blue painter's tape, poster putty, command strips and/or other adhesive-backed, non-damaging hangers.
 - b. Items on the church walls (artwork, notices, etc.) must NOT be removed or altered without permission of the Rental Administrator.
 - c. Decorations including loose glitter or confetti are not permitted. ANY use of glitter or confetti will result in a \$100 charge.
 - d. Church wall décor/art/banners may not be removed by renters.
 - i. A \$50 charge per item will be incurred for any removal or tampering by renter, deducted from the refundable deposit. With advance notice, items may be removed by UUCE staff before an event, for a charge of \$25 per item.
2. Candles are allowed for table decorations only if they are contained by a hurricane shade or water base.

3. Smoke/fog machines and pyrotechnic displays of any kind are prohibited.
4. UUCE custodians and event hosts do not set up decorations. Renters are responsible for putting up all decorations and displays, taking them down, removing them from the building or disposing of them, and doing no damage.

Environmentally Friendly Practices:

To help make our community a healthier place to live and work, UUCE supports and encourages environmentally friendly practices. These include using the dinnerware provided in our kitchen as an alternative to plastic ware and paper products; purchasing materials that are recyclable and/or made of recycled content; reducing and recycling waste; and selecting vendors, caterers and suppliers who are willing to meet waste minimization goals.

Noise and Music:

Renters are responsible for managing event volume, communicating venue requirements to the band or DJ, and ensuring those requirements are followed. Our building is in a residential neighborhood, and has a strict noise policy to ensure we are good neighbors.

At no point during any event may the sound levels indoors exceed 110 decibels. Sound levels from our parking lot should not exceed 65 decibels. UUCE Custodians may use a decibel meter to ensure that noise levels are within acceptable limits, so as not to disturb our neighbors, conestoga hut residents, or other renters in the building. A city ordinance² forbids

² From Eugene Municipal Code:

Sound producing, amplifying or reproducing equipment. Operating or permitting the use or operation of any device designed for sound production, amplification, or reproduction, including but not limited to a radio, drums and other musical instruments, phonograph, television set, tape recorder, loud speaker, or other similar device:

(1) Between the hours of 10 p.m. and 7 a.m. the following day so as to be plainly audible within any dwelling unit which is not the source of the sound; or

(2) On public property or on a public right-of-way so as to be plainly audible fifty feet or more from such device, except as specifically authorized in writing by the city, county, state or federal government.

excessive noise after 10:00pm, and bands and DJs will be asked to turn down their volume. All amplified music must stop at 11:00pm.

Set-Up of Rental Space:

All events must discuss their set-up plans with the Rental Administrator, on or before the date listed on their contract. This includes but is not limited to: the number and type of tables requested (i.e. 60" round, or 6' rectangle), the number and type of chairs requested, and the requested layout or arrangement for those tables and chairs. No set-up is permitted that blocks fire exits.

Diagrams are available for the Sanctuary, Social Hall, and Chapel.

Rented equipment (tables, chairs, lighting, etc) is only permitted with prior approval from the rental administrator, and all items may only be in the building for the duration of the event (from set up through clean up). UUCE does not provide any storage for these items outside of rented hours.

Set-ups that require disassembly of the stage or accessibility ramp will incur additional fees, from \$75 for just the ramp, to \$350 for a full stage disassembly or modification.

Late set-up requests, or changes after the set up request has been submitted, will be accommodated when possible. All late set ups and late changes will incur a fee, see [Rental Payments and Fees](#).

Renters may adjust the layout of tables and chairs during their set up and decoration time, but only UUCE custodians may move worship related church furniture, including, but not limited to, the lectern and worship-related tables and items in the Social Hall and Sanctuary. If a set up request includes a modification of those items, they will be moved ahead of renter's set-up time.

Clean-Up of Rental Space:

Renters are expected to return rented spaces to the condition found upon arrival by removing all decorations and ensuring garbage and recycling are in appropriate containers.

Renters are *not* expected to perform a full sweep, mop, or sanitation of the rented space, and are not responsible for cleaning the bathrooms or hallways.

Renters are expected to:

1. Remove all decorations from walls, hallways, doors, etc. Place them in trash or remove them from the building.
2. Remove any signage hung on doors or inside the building to direct guests to an event.
3. Ensure that trash and/or recycling is placed in bags or in bins. The UUCE custodian will take the trash out to the dumpster during and after the event.
4. Wipe down tables and chairs to the best of renter's ability.
5. Clean up major spills and/or messes (i.e. spilled beverages, leaking coolers, etc.). The UUCE custodian can provide brooms, mops or cleaning solutions upon request.
6. If using the kitchen, follow the provided Kitchen Clean-Up Checklist and verify completion with UUCE custodian before departure.

Alcohol Policy:

Alcohol service is not permitted for most rentals. Exceptions may be made by the Rental Administrator, for events hosted by church members or those hosted by non-profit organizations.

If alcohol is served at an event without approval verified on the contract, the event will be shut down immediately, and the renters and guests will be asked to leave the property. No portion of the deposit or rental fees will be refunded.

In the event that alcohol service is approved, the following rules apply:

1. Only beer, wine, cider, or champagne are permitted. No liquor. A non-alcoholic alternative must always be provided.
2. All renters serving alcohol must contract with an approved bartending service. Non-profits may request to instead provide certified volunteer bartenders.
3. Alcohol may not be stored on the premises outside of event hours

4. Renters must show proof of insurance in the amount of at least one million dollars (\$1,000,000). ([See Liability Insurance](#)). Policy must include a “host liquor liability” clause.
5. Alcohol service will be terminated 60 minutes before your reception or event ends.
6. No one representing the church will handle alcoholic beverages unless they are emptying unauthorized beverages.
7. Rentals serving alcohol must adhere to the following OLCC guidelines:
 - a. At least two different substantial snack foods must be made available in sufficient quantities to provide at least one serving for each person at the event. OLCC examples of substantial snack foods are sandwiches, meats, pizza, soup, fruits, and vegetables. Foods not considered substantial are sweets, cake, chips, and nuts. Cheese and crackers alone are not considered substantial.
 - b. If you will be **providing** the alcohol—i.e., not selling, charging, selling tickets or accepting donations for the event or alcohol at the event no additional liquor license is needed.
 - c. If you are **selling, charging or receiving donations** for your event and/or alcohol, then renter (“the host”) must provide a Temporary OLCC Sales License for the event. *Obtaining a temporary license in Eugene takes about two weeks. Both the City of Eugene and the local OLCC office (located in the Atrium building at 10th & Olive) must approve the application. Each agency also charges a license fee. To obtain an OLCC Temporary Sales License application form, [click here for more information](#) or call: 1-800-452-6522*

Use of Other Items and Equipment:

UUCE will make an effort to accommodate reasonable requests for use of scratch paper, writing utensils, easels, extension cords, etc. when possible.

Items and equipment with specific policies or fees include:

Linens:

UUCE does not provide table linens, chair covers, or napkins for rental events. Exceptions may be made for church members with permission from the rental administrator.

Musical Instruments:

Renters must obtain permission from the Music Director and/or Rental Administrator to use any of UUCE's musical instruments. A \$25 charge applies. Unauthorized use of musical instruments will receive one (1) warning before an event may be ended early and renters asked to leave the premises. No portion of the deposit or rental fees will be refunded.

Never place anything (including papers) on top of instruments (even with cover on), or on their benches. *Damage to instruments will result in a charge to the renter in the amount of the repair or replacement.*

Sound System:

UUCE's sound system is available only under the supervision of one of our approved sound technicians. This service is provided at an hourly charge, including consultation, set-up, and take-down time.

If the UUCE sound system is insufficient to meet the renter's needs, the renter is responsible for providing supplemental equipment. Any renters found using the sound booth or equipment without permission will forfeit their refundable damage deposit, and may be billed for damages. For fees, see: [AV & Tech Support](#)

AV Carts:

Our AV Carts include a 50"-60" TV Screen on a rolling cart, with a computer, conference microphone and wide angle HD webcam. Carts are only available to those who have rented them. For fees, see: [Rental Payments and Fees](#).

All users are asked to remember that they are using a public device, and to sign out of any personal or work accounts used.

Safety Regulations and Liability:

All renters are asked to ensure that their events proceed in the safest possible manner.

Fire Regulations:

Renters must observe all city fire regulations while using the building. Set ups must not block emergency exits, including doorways in the Sanctuary and the full width of the double doors in the South Foyer. Renters are not permitted to move furniture into any position that blocks egress

Emergencies:

In the event of an emergency on the premises during your event, please call 911 as appropriate, and immediately notify the staff person on site. Refer to the emergency operating procedures attached to the First Aid Cabinet near the office for instructions regarding specific scenarios.

First-Aid Kits

First-aid kits can be found in every room of the church, except for the Sanctuary and Social Hall, which rely on the First Aid Cabinet near the office. Fire extinguishers are located outside the Social Hall (one near the kitchen and one near the AED) and outside the Sanctuary near the East Entry.

Weather:

In case of inclement weather (ice, snow, flooding) confer with the Rental Administrator to determine if the event can proceed safely as scheduled.

Financial Responsibility:

Any damage to church property sustained during an event by anyone involved—guest or participant—is the sole responsibility of the renter, who will be billed for any damages, loss, additional services, and/or overtime use fees following the event.

Personal Liability:

Once a rental agreement has been signed, the renting group assumes all responsibility for personal liability, damage to the church, and conduct of the group members during and/or resulting from the group's activities. You will be billed for any damages, loss, additional services and/or overtime use fees after the event. Please remove all of your items immediately following your function. The church is not responsible for items left behind.

Hold Harmless Agreement:

Rental applicants agree to accept full responsibility to hold UUCE harmless, to defend UUCE against all claims, and to indemnify UUCE for

all fees, costs, and damages incurred for any loss or injury to person(s) or property on the premises or elsewhere arising out of being on UUCE premises or resulting from the sale, transfer, or use of intoxicating beverages by anyone associated in any way with this event.

Liability Insurance:

Rentals with 50 or more guests, serving alcohol, performing exercise classes, yoga, or dance groups are required to show proof of liability insurance in the amount of at least one million (\$1,000,000) dollars naming the Unitarian Universalist Church in Eugene as additionally insured. Many companies that provide home insurance, will add a single day event liability. You can also contact a company like www.theeventhelper.com for low-cost single day liability insurance for your event. *Other groups, depending on intended use, may also be required to provide event insurance.*

Rental Payments and Fees:

Payment Due Dates:

All fees must be paid in full by the date/s listed on the UUCE Rental Contract unless otherwise approved.

The typical payment schedule for a one-time event is:

- [Booking Fee](#) - Due upon signing
- [Refundable Deposit](#) - Due within 30 days of signing
- Remaining balance - 50% due 90 days before the event, and remaining balance due 30 days before the event.

Recurring rentals must pay by the first (1st) of each month with a five (5) day grace period. Payments received after the grace period will result in a \$25 per week late fee. Accounts with a balance more than 30 days past due will incur monthly interest at a rate of 1.5%.

Any event that has not paid the full balance within 10 days of the event, and has not contacted the Rental Administrator, is subject to their event being canceled with no portion of paid balances returned.

Payment Methods:

UUCE accepts rental payments by cash (in-person only) or by check, delivered in-person or mailed to 1685 W 13th Ave, Eugene, OR 97402.

We also accept credit/debit cards or ACH payments through our website. To pay online, visit <https://uueugene.org/rent-our-space/rental-payments/> and follow the instructions on the page.

All payments should reference the date of the event or the rental period that the payment is intended to cover as well as the name on the contract.

Booking Fee:

Unless otherwise stated, a \$50 booking fee is required at the time of contract signing to hold the space for your event. Your event will be scheduled on the calendar only after the fee is paid.

1. Recurring rentals must pay their first month's fee before being scheduled on the calendar.

Refundable Deposit:

Depending on the nature of the event (i.e. alcohol service, number of attendees, or substantial room modification), at the discretion of the Rental Administrator, a refundable deposit may be required.

If required, the deposit is due within 30 days of contract signing.

Events serving alcohol will be charged a deposit of \$500. Events without alcohol service will be charged \$350. This refundable deposit will be used to cover time overages, excessive cleaning or other fees as applicable. The full or remainder of your deposit will be returned within 30 business days.

Set-up/Clean-up Fees:

Depending on the duration of an event, a period of set-up time and clean up time may be included at no cost on the rental contract.

Any additional time needed to set-up, decorate, or clean-up an event will be charged at the hourly rate for the rented space. The renter is responsible for honoring the beginning (set-up) and ending (clean-up) times specified in the rental contract. Renters may request extra set-up or clean-up time the day before or after an event, contingent upon the approval of the Rental Administrator and with an extra fee included in the room rate outlined on the contract.

Custodial Assistance:

Unless otherwise stated, all one-time events require custodial support. More complex and/or larger events may incur a custodial fee if required to have more than one custodian present for the entirety of the event (at the discretion of the Rental Administrator).

1. Custodial fees for larger events will be \$30/hr per additional custodian on site.
2. If the custodian is required to work additional hours due to insufficient clean-up, start and end times not being honored, or other special circumstances, the cost of that service will be billed at a rate of \$30/hr per custodian.

AV & Tech Support:

Any use of the church's sound system requires a UUCE trained sound tech at a rate of \$40/hr. Renters are not allowed in the sound booth or to operate the sound board. Renter should list all details of their AV needs and the Rental Administrator will determine sound tech coverage. Unauthorized use will result in forfeiture of the entire refundable damage deposit, and renters will be billed for any resulting damages.

Audio/Visual Equipment:

For a flat fee of \$25 (either per one-time event, or monthly), UUCE can provide:

1. An AV Cart, with a 50" - 60" flat screen TV, with a wide angle HD webcam, conference microphone, with a mini pc controlled with a wireless keyboard and mouse.
2. A portable speaker on a dolly with a wired microphone.

Late Set-Up and Late Change Fees:

UUCE staff, members, and committees plan their schedules around calendared events. As such, all set-up requests must be received by the Rental Administrator at least 30 days prior to your event to allow the custodian to plan accordingly. Set-ups received less than 30 days before an event may result in a \$25-\$50 fee, depending on the scale of the event.

Additionally, once a contract is signed, changing your event date, time or adding a significant amount of setup with fewer than 30 days remaining before the event will incur a \$25-\$50 fee each time that a change is made.

Discounts:

UUCE members who have been members for at least one year, are in good standing, and have contributed (either financially, or by donating their volunteer time) within the last year may hold their wedding, funeral, or naming ceremony with room rental fees waived. Staffing fees (custodial and/or AV Tech) may still apply, depending on the scale of the event.

Refundable deposits will still be required at time of booking.

For all other events, UUCE members and non-profit organizations may receive a discount on the room rate portion of the rental cost, depending on size of event and day of the week. Staff fees are not discounted.

Support Groups:

All support/recovery groups sanctioned by a larger organization such as Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, etc., shall be charged a total of \$15 per session to hold weekly meetings of no longer than 2 hours.

Sponsorships:

Occasionally the Minister or an official church program/committee may sponsor a non-church event and offer the space for free or at a discount.

1. Professional staff fees, such as custodian and/or sound tech, will not be waived unless specifically stated.
2. The work of any outside organization that is sponsored must be in alignment with the values and mission of the Unitarian Universalist Church in Eugene and should directly engage members of the church community, either by providing opportunities for church members to participate, or by donating a portion of proceeds to the church.
3. Any request for sponsorship should be made to the Rental Administrator AFTER a rental quote is received and must include:
 - a. A brief description of how the event matches or furthers the church, program or committee purpose.
 - b. A specific dollar or percentage amount requested (this should coordinate with total room cost as stated on the contract).

4. Events relying on 100% sponsorship of church space will not have their event scheduled on the calendar until the request has been approved and professional staff fees are received.

Cancellations and Rescheduled Events:

If you need to cancel your event for any reason, please notify the Rental Administrator as soon as possible. Any payments beyond the non-refundable booking fee will be partially refunded according to the [refund schedule](#).

If you wish to reschedule your event rather than cancel, any payments already made will be applied to the new date. If the event is rescheduled with fewer than 30 days notice, a late change fee will be applied, and the remaining balance will be applied to the new date.

Refund Schedule:

Canceled events will be refunded according to the following schedule:

Notice Given	% Refund
90 days or more	100%
60-89 days	75%
30-59 days	50%
16-29 days	25%
1-15 days	0%

The refund will be mailed to the renter in fewer than 30 business days from the cancellation notice date.

Renters are responsible for communicating with the rental administrator and providing an appropriate mailing address upon cancellation.