

Property Use and Rental Policies

Bridge policies for Shawnee Mission UU Church, 9400 Pflumm, Lenexa, Kansas
Approved September 2013

The renter must indicate compliance with these policies by initialing sections where requested (^___) and submitting this document with a completed rental contract.

Principles of Property Use

Shawnee Mission Unitarian Universalist Church (the Church) recognizes its function to help further the religious, education, social and recreational needs of the community by welcoming the use of its property (facilities and/or grounds) by persons, groups, and organizations. The Church reserves the right to determine which persons, groups, or organizations are appropriate to use its property and does not assume responsibility for the opinions or activities of those not officially recognized by or connected with the Church.

Property Use and Rental Administration

The Board of Trustees or its designee(s) shall be responsible for scheduling of building usage, rental of facilities, and financial arrangement for rental of facilities. Arrangements for opening and closing of facilities will be made at the time of rental. Any unusual requests or requests outside the scope of this policy must be approved by the Executive Committee or Board of Trustees.

Policies Governing Property Use

A. **Priorities.** To the extent practicable, the Church shall implement the following priorities in scheduling property use and rental:

1. Religious and congregational activities of the Church
2. Activities of Church-sponsored groups
3. Devotional occasions involving individual members of the Church (wedding, memorial services, etc.)
4. Devotional occasions of non-members
5. Activities of other nonprofit groups for regular, ongoing programs
6. Activities of other nonprofit organizations for single event uses
7. Activities of other organizations or groups for a single event use
8. On-going for profit program space is not available

B. **Available for Rental*:**

1. Sanctuary
2. Sanctuary stage (Sanctuary must also be rented)
3. Fellowship Hall
4. Fellowship Hall Kitchenette (Fellowship Hall must also be rented)
5. Saeger Room
6. Multi-purpose Room
7. Meditation Room
8. Other Classroom (specify)
9. Religious Education Classroom (upon approval by Executive Committee or Board of Trustees)
10. Grounds (specify)

*(*Rental of #1-9 includes foyer and restrooms. #10 (grounds rental) does not include building access.)*

C. **Rental Rates.** Established by Board of Trustees and may be revised, adjusted, or waived by Board of Trustees when deemed appropriate. For rental rate purposes, Member and Friends rates apply to personal events such as family events. Other Rates apply to any organization or groups using the facilities even if a church member or friends is a member of the organization or group. Non-profit rates apply to organizations recognized as non-profit under IRS regulations and persons or groups using the facility for a non-commercial purpose.

D. **Minister's Prerogative.** The Minister is permitted to schedule Church facilities for Rites of Passage conducted by the Minister and may adjust the rental fees charged when deemed appropriate by the Minister.

E. **Commercial Rental.** Church property shall not be made available for rental to any person or organization for regular/ongoing commercial purposes.

	F. Community Benefits. At the discretion of the Board of Trustees the facilities and/or grounds may be made available to community or governmental organizations.
	G. Right of Refusal. The Church reserves the right to refuse rental to any persons, groups, or organizations.
	H. Monitor. The Facilities Manager may designate a Monitor whose hourly fee will be paid by the renters. Monitor will open/close rental facilities and inspect for compliance with rental agreements.
^__	I. Use of Church Equipment. Use of the piano and audio-visual equipment must be approved in advance and included in the contract at an additional fee. Tables and chairs may be used as indicated below (see N). Use of other Church-owned equipment for personal or group use other than officially sponsored by, approved by, or related to the Church is prohibited.
^__	J. Cleaning and Restoration of Facilities. Renters are responsible for: <ol style="list-style-type: none"> 1. Restoring rented facilities to prior condition including moving all furniture in place according to provided diagram 2. Restoring rented grounds to prior condition 3. Vacuuming and/or cleaning floors 4. Cleaning all kitchen counters and appliances if kitchen is used 5. Collecting all trash and placing trash in dumpster 6. Cleaning up and removing all smoking materials and debris from outside facility 7. Turning off lights and securing and locking all windows and doors
^__	K. Firearms, drugs, and smoking. Firearms, other forms of weapons, and illegal drugs are strictly prohibited on Church property, including the building and grounds. There will be no smoking inside the building. Smoking is permitted outside only and at least 25 feet from any door. All smoking materials and debris must be cleaned up and removed from facility.
^__	L. Alcoholic beverages. Alcoholic beverages are subject to the laws of Kansas and the City of Lenexa. Their use on Church property must be approved. The sale and/or storing of alcoholic beverages on Church property is prohibited.
^__	M. Decorations. All allowed decorations will be provided by the renter and must be removed or disposed of in appropriate containers following the event. <ul style="list-style-type: none"> • Indoor decorations may include: <ul style="list-style-type: none"> --Table decorations --Freestanding archways and other backdrops that are not attached to walls. --Candles (upon approval) • Decorations may not include: <ul style="list-style-type: none"> --Wall attachments including tape --Confetti --Incense • Outdoor decorations must be approved.
^__	N. Tables and chairs. Table and chairs in a rented room may be rearranged and used by the renter and must be returned to their original configuration following the activity. If custodial assistance is needed, a fee will be required.
^__	O. Animals. No animals except service animals are allowed inside the building.
^__	P. Damages. The cost of all damages occurring during the rental period or inadequate cleaning and restoration to prior condition will be assessed to the renter.
^__	Q. Insurance. A certificate of additional insured may be requested from all prospective renters. This will be a consideration in the decision to rent the facility.

Approved by the Shawnee Mission Unitarian Universalist Church Board of Trustees September 2013.

Shawnee Mission UU Church Proposed Rental Rates

Approved Sept 2013

Room	Member & Friend Rate	Non-Profit Rate
Sanctuary (4 hours)	100	400
Stage with Sanctuary	25	100
Piano	30	150
Fellowship Hall (4 hours)	75	250
Kitchenette (bring own supplies)	free	25
Board Room (2 hours)	15	75
Meeting Room (2 hours)	15	50
Saeger Room (2 hours)	10	25
Monitor Extra per hour	15	15
Deposit for piano (extra)	300	300
Wedding Package		700
Sanctuary for rehearsal & wedding		
Fellowship Hall & Coffee Kitchen		
Saeger Room for Bride		
Additional Custodial for a Saturday event	Negotiated	Negotiated

Sound system - not available; renter can bring a portable PA system, if needed

Shawnee Mission Unitarian Universalist Church (SMUUCH)

9400 Pflumm

Lenexa, Kansas 66215-3308

913-381-3336

RENTAL CONTRACT

Name : _____ Group/Organization: _____ Today's Date: _____

Address: _____ Home Phone:(____) _____ Work Phone: (____) _____

City: _____ State: _____ Zip: _____ Activity: _____

Date/s of Activity: _____ Attendance: _____ Hours of Use: _____ to _____

Renter agrees to pay the designated fees and abide by the SMUUCH Property Use and Rental Policies, and Shawnee Mission Unitarian Universalist Church (Church) agrees to rent the following facilities, grounds, and/or equipment on the date(s) and time(s) stated above:

- | | |
|-------------------------------------|--------------------------------------|
| * Sanctuary _____ | * Saeger Room _____ |
| * Sanctuary Stage _____ | * Multi-purpose Room _____ |
| * Fellowship Hall _____ | * Meditation Room _____ |
| * Fellowship Hall Kitchenette _____ | * Grounds/other _____ Specify: _____ |

Renter may further request approval to rent/use the following (check/specify any that apply):

- | | |
|------------------------------------|---|
| * Piano rental _____ | * Use of candles inside building _____ |
| * A/V equipment rental _____ | * Use of grounds decorations _____ Specify: _____ |
| * Use of alcoholic beverages _____ | _____ |

The total fee for this contract is \$_____. To guarantee your reservation, you must submit two (2) checks, each for the total amount of the fee, and a signed copy of this contract at least 14 days prior to the rental date. One check should be labeled DEPOSIT; this check will be returned if all conditions of this Contract are met. Failure to cancel this Contract at least seven (7) days prior to the scheduled activity will result in a charge of 25% of the rental fee.

Assurance Statement

I/we have reviewed and will comply with the SMUUCH Property Use and Rental Policies. In making this reservation, I/we fully understand that I/we will be held responsible for any violations of State laws and rules and any ordinances and regulations of the City of Lenexa, Kansas, at the location and time specified in the contract. I/we assume responsibility and will pay for any damages or loss that may occur to the facility, equipment, and grounds. In addition, the organization will be required to sign the following Hold-Harmless Agreement.

Hold-Harmless Agreement

(Group, Organization, or Sponsor) _____ shall indemnify and hold Shawnee Mission Unitarian Universalist Church harmless from and against any loss, cost or damage of any nature arising out of any action or claim against the church or its agents or employees, in connection with or relating to any alleged injury or damage occurring in or around facility immediately prior to, immediately after, and during the period for which the facility is rented by the above named.

Renter/Organization Representative

Shawnee Mission Unitarian Universalist Church

Date

Date

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