

Chalice Unitarian Universalist Congregation

2324 Miller Avenue, Escondido, CA 92029

760-737-0393

Mission Statement:

**Open hearts, open minds, open doors,
nurturing spirits, seeking justice in the wider world.**

Building Use Policy

General Policy

As a valuable community asset, the Chalice Unitarian Universalist Congregation (Chalice) facilities and site are widely available to groups whose activities are consistent with Chalice's mission as stated above.

Requesting Use of Church Property

Memorials and Weddings: Requests for use of Chalice property for memorials and weddings are addressed under separate policies. For these events, please notify the Minister or the Office Administrator of your interest.

Room Use Request Forms: To request use of Chalice property, which includes reserving rooms and/or patio space, complete a Room Use Request form. These forms are available in the church office, by e-mail via office@chaliceuucongregation.org, and on the Chalice website. Completed Room Use Request forms may be left at the church office, sent via e-mail to office@chaliceuucongregation.org, or mailed to the church address, c/o Office Administrator.

Confirmation of Room Use Request or Notice that Request Cannot be Met: A Room Use Request form received by e-mail will receive an initial response that ONLY confirms the request has been received, but not yet acted upon. Completion and submission of this form does NOT ensure granting of space. When the request has been approved and placed on the Church calendar, a confirmation email will be sent stating the request has been fulfilled or notice that the requested facilities are not available. If a confirmation or notice is not received within seven days, please call the church office to speak to the Office Administrator.

Disclaimers: No non-church organization may claim, either explicitly or implicitly, that their organization is endorsed or supported by Chalice. Permission to use the facilities may be revoked at any time that the use will be in conflict with the congregation's mission. Groups using the facilities will observe, obey, and comply with all applicable city, county, state, and federal laws, rules, and regulations.

General Requirements and Conditions

Facility Use Fees: Fees for use of the facility are contained in a separate handout (Facility Use Fee Schedule) available from the church office and on the Chalice website.

If the user wishes to hold an event (such as a concert) at which fees will be collected from attendees, please note that under the church's IRS exemption, groups may only suggest a donation to attend events. If someone wishes to attend an event without making a donation, they must be allowed to do so.

Cancellation of Use: If Chalice UU Congregation, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made.

Any notice of cancellation for meeting rooms by the prospective user must be given to the Office Administrator at least one (1) week before the intended use.

Insurance: Insurance shall be required for use not covered by the Church's liability insurance policy or for additional coverage. On-going rental to organized groups must provide proof of insurance and name Chalice as an additional insured. Small groups without insurance are required to sign a Release, Hold Harmless and Indemnification Agreement stating that the group and individuals will not hold Chalice responsible for any injuries or other losses they might incur while on our property.

Equipment: Chalice has a number of chairs and tables that may be reserved for use on site at no additional cost. If the event requires a special room set-up, the hourly custodial fee may be charged. Any other needed equipment is the responsibility of the user. Delivery and pickup scheduling must be cleared through the Office Administrator. The Chalice facilities must be returned to the original setup at the conclusion of the event in accordance with the posted diagrams.

Overnight storage of equipment and supplies either before or after the event must be specifically negotiated in advance.

Use of electrical equipment is limited to, and must be compatible with, the existing 20-ampere circuits available. No special hookups are permitted or authorized.

Food and beverages: Set-up time in the kitchen (in addition to prep time) must be reserved for any events that require its use. Guidelines posted in the kitchen must be followed. Use of the kitchen has special requirements and needs to be approved by the Office Administrator in advance.

Alcoholic beverages may not be sold but may be served in exchange for a free will donation. The group or individual user is solely responsible for compliance with laws pertaining to alcoholic beverages and the sobriety of their guests. Non-alcoholic beverages must also be offered. If alcohol will be served at the event, a plan for keeping minors from using alcohol must be submitted in writing and approved by the Office Administrator. All groups and individuals using the facility must remove all alcoholic beverages or store them in a secured, designated area approved by the Office Administrator. Failure to do so may result in denial of future use.

Litter and debris: No confetti, potpourri, seeds, or rice may be used on the property. If candles are used, an extra cleanup fee will be charged (held back from the damage deposit) for any drippings on surfaces or carpeting.

Noise: Facility users will be expected to abide by the *San Diego County Noise Ordinance*. Between the hours from 10:00 p.m. to 7:00 a.m., sound levels may not exceed 55 decibels, and shall not exceed 60 decibels at any other time. The church's staff person on duty has authority to require users to keep noise at a reasonable level within the above requirements.

Smoke-free Campus: Smoking is not allowed in the Chalice buildings or on the grounds.

Behavior: Users will extend full courtesy and consideration to others in the building. Users will be responsible for behavior of their children and shall not leave any child(ren) unattended or unsupervised. There shall be no deliberate abuse of facilities or equipment.

No children under the age of 12 are allowed upstairs for any organized activity. No more than 10 (ten) people are allowed upstairs at the same time.

Youth activities held outside on the Chalice campus must be limited to groups of 25 persons or less. Additionally, if the Chalice facilities will be used for an event where a large number of teenagers will be

attending independent of their parents (such as Bat Mitzvah, Bar Mitzvah, Quinceñera, teen dance, etc.), two unrelated supervisors should be assigned. Additionally, a plan for keeping the youth from wandering unsupervised around the grounds must be submitted in writing and approved by the Office Administrator.

Animals: No animals are allowed on church property other than service animals that meet the criteria of our Service Animal Policy.

Closing: All parties must follow the Security Checklist and instructions for locking up at the conclusion of each event. A fee will be assessed for unreturned keys or to replace locks, if necessary.

Parking

A map of Parking and NO PARKING zones will be provided to all groups that use the Chalice facility. Parking of vehicles should be contained within the Chalice campus or specifically designated areas outside of Chalice. Absolutely NO PARKING is allowed on either side of Miller Avenue directly in front of the church. NO PARKING is allowed on the North side of Hamilton. Parking is allowed on Miller Avenue south of Hamilton. Violation of the parking zones by attendees may result in suspension of that group's privileges at Chalice for future rentals.

Parking Attendants: If a group expects attendance that cannot be accommodated within the Chalice campus (about 38 spaces in the lower lot and approximately 15 in the upper, overflow lot), they must make arrangements for parking attendants. Parking assistance will not be provided by Chalice.

Revision approved, Board of Trustees, June 2015

Revision approved, Board of Trustees, 2005

Related Policies or Guidelines:

Building Use Policy Administration Guidelines

Service Animal Policy