

UNITARIAN UNIVERSALIST CHURCH OF TARPON SPRINGS

230 Grand Boulevard, Tarpon Springs, FL 34689

GENERAL USE POLICY

The Church facilities are available to members of the Church, non-profit public service groups and other organizations. Use of the facilities for any illegal purpose is prohibited.

Requests should be submitted to the Board of Trustees for consideration. The applicant or a designee shall be responsible for agreeing to pay all fees and shall be responsible for any damage incurred to the Church property.

When a group, organization or individual applies for use of the facility, a written application shall specify the nature and purpose of use, date, hours of use, and number of persons attending. The Board of Trustees shall determine if the planned use is acceptable in the framework of the Church's programs and schedule, and will confirm the fee for such use if accepted.

- All applicants must be 18 years of age or older and provide proof of same.
- Open flames, candles and flash photography are not permitted in the sanctuary.
- The kitchen is not approved for food preparation but is appropriate for catered food and light cooking.
- **NO FIREARMS OR EXPLOSIVE DEVICES** of any kind are allowed anywhere on the Church property.
- No equipment, staging, furniture, etc. shall be brought into the facility without prior approval.
- Please do not hang, glue or tape anything on the walls of the Church.
- A responsible person age 21 or over shall be in charge of all beer and wine serving, and in the event that persons less than 21 years are present, the responsible person shall ensure that no under-age consumption of alcohol takes place. The applicant or designee must ensure that guests are not allowed to drive if they appear to be intoxicated. Alcoholic beverages cannot be sold on the Church premises.
- Absolutely no food or beverages of any kind are permitted in the Sanctuary or rest rooms.
- Smoking, vaping, electronic cigarettes and illegal substances are not allowed on Church property.
- A member of the congregation must be present at all times during use of the facility.
- Prior setup is permitted upon request provided it does not conflict with normal Church functions.
- We ask that all music be terminated by 9:00 p.m. on weeknights and 10:00 p.m. on weekends

MEMBERS AND NON-PROFIT PUBLIC SERVICE GROUP USE

A nominal rental and maintenance fee will be determined by the Board of Trustees.

NON-MEMBER FACILITY RENTAL

A non-refundable deposit of \$100.00 is required to reserve the date of the event. This amount will be applied to the total fee. An additional refundable deposit of \$50.00 is required to cover possible damages and cleaning. The remaining fee will be due 14 business days prior to the scheduled event.

FEES	UP TO 4 HOURS	CHARGE FOR EACH ADDITIONAL HOUR (or portion thereof)	MAXIMUM NO OF ATTENDEES (depending on setup)
SANCTUARY	\$600.00	\$50.00	100
SOCIAL HALL	\$500.00	\$50.00	64
FORUM ROOM	\$300.00	\$50.00	58
Additional Services	(To be determined)		

Unplanned situations may arise whereby the Church requires the space you have reserved to be allocated for another purpose resulting in the relocation, rescheduling or cancellation of your event. You will be notified as soon as possible in the event this occurs.

Your deposit will be refunded on a prorated basis depending on the time of cancellation prior to the event. (90 days - 75%, 60 days - 50%, 30 days or under - no refund.)

Any changes or modification to the above rules must have prior approval of the Board of Trustees of the Church.

Updated 12-31-19