

Building Use and Rental Policies

Rental policies and rates are determined by an ad hoc rental policy committee consisting of representatives of various segments of the church affected by rentals (Grounds, Building, Administration, Finance, Aesthetics, Social Action, Hospitality, and Worship), and the office administrator (Admin). Please look at the Church Calendar before making your reservation.

Priority and Method of Securing Space Use

- A "Calendar Meeting" is held in the summer to schedule regularly occurring church events. All committee chairs and other regular users are urged to attend or convey their reservation needs in advance to the Admin. All desired space should be reserved, even for committee meetings of only a few people. The Admin is the contact person.
- Those with reservations have first right to their reserved space and can request immediate use, should anyone else be present.
- During August through May, regularly reserved space not used two times in a row without prior 24-h notice of the cancellation will be forfeit. The Admin is the contact person.
- The Admin is the only person who may enter reservations into the web calendar. Always consult with the Admin in writing via e mail or a note addressed to her, which can be placed in her folder in the office. Phone messages are only valid if you speak directly to the Admin.
- Once an event is scheduled and on the calendar, it may not be changed, cancelled, or moved by any outside party.

Eligibility for Use of UUCLR

- **Due to IRS regulations, outside groups cannot host fundraisers or make profit off an event at the church, but special considerations may be made for groups within the church.**
- **UUCLR events:** Church-wide events, classes, committee meetings, covenant meetings, or special interest groups. These first priority events are scheduled at the Calendar Meeting or through the appropriate committee chair or staff member with the Admin.
- **Life-passage events:** Any event held for UU Members and Friends and their immediate family (first degree relatives) that is open to the congregation with no charge.
- **Staff:** The minister, the director of religious education, and the music director may host events that directly relate to their job mission and responsibilities without rental fees. However, they must be scheduled through the Admin and general building rules regarding reservations, use, and cleaning still apply.
- **Private parties:** Private events for UU family and friends are rentals that are subject to the standard rental rules and fees. Private events receive second priority after UUCLR and life-passage events.
- **Outside groups:** Space is available as first come, first served to outside groups if the purpose and nature of such groups does not conflict with UU principles. These events may be religious, political, or social action in nature, but cannot include more than finger food (no dinners, catered or otherwise) and no hard liquor. Beer and wine may be served, but not sold. The purpose is to provide a place to support local religious or social action activities.
- **Weddings and Commitment Ceremonies:** See separate sheet for special considerations.

Special Exemptions

By past UUCLR Board decision, the following exemptions to the Rental Policies exist.

The Board may grant at a minimal fee space use for monthly committee or board meetings. (Past examples include the Sierra Club and the Gold Star Mothers.) No food is to be served and only spill-proof beverage containers are allowed. The room must be returned to its original state at the end of the meeting. A security deposit of \$75 must be given, which will be returned in full at the termination of the arrangement assuming no damages occurred, no additional cleaning was required, and the key was returned to the Admin. The Board may withdraw permission if the space or rules are abused.

The Little Rock Folk Club (LRFC) is permitted to host a performance on the first Saturday of each month in Thomson Hall for a minimum of \$50 per performance or for the full rental rate if the "gate" is sufficient. If this date is needed by UUCLR, the LRFC must make alternate arrangements.

The Thomson Coffee House is permitted to hold 6 performances annually (3 in the fall and 3 in the spring) with all net proceeds to go to the operating budget.

Rental Process

Rental rates vary depending on the space rented and the length of time of rental. The rate structure is attached to this document.

- To ask that the space be tentatively held, contact the Admin at 225-1503 or uuclr@aristotle.net. You may also review the Calendar.
- Within one week of the reservation being made, the security deposit (see appended rates) and the rental fee must be received by the Admin and the rental agreement must be signed or the rental is void. Exceptions are only made if the renter has a specific agreement with the Admin and the delay is unavoidable.
- The key and instructions may be picked up no sooner than one week before the event and must be returned no later than one week after.
- Any event canceled 30-60 days in advance receives full refund; 2-29 days in advance, 10% of deposit is retained, 1 day in advance, 50% of the deposit is retained. On the day of, the full deposit is retained.

Other Rental Rules

- Rental time begins with first access to the building for set-up and ends when the alarm is set at the time the last person leaves the building.
- If the alarm cannot be set before the renter leaves the building, call the emergency number provided by Admin. Failure to set the alarm may result in loss of the deposit.
- If a rental runs longer than anticipated, the additional rental will be charged at the existing rate. This additional charge will be deducted from the deposit, if there remain sufficient funds in the deposit after deducting all other charges, or billed directly to the renter.
- The UUCLR Admin will specify when key return is expected. If the key is not returned by that time, the deposit is forfeit.

Use of Space

Only biodegradable confetti is allowed.

Please remember that while you may need the A/C on during your event, all dials should be set back to 80 degrees before you exit the building.

Only beer and wine may be served; no open bars and no hard liquor are allowed.

Smoking is in the designated space in the front of the building (east side only), 20 feet away from any entrance, and cigarette butts must be placed in the containers provided.

No alcohol is to be sold, no underage drinking is allowed, and no illegal drugs are allowed.

No smoke machines are allowed.

No concealed weapons (or otherwise) are allowed on the premise.

Noise levels must be reduced by 11 PM. After that time any music must be un-amplified. All events must end by midnight except on New Year's Eve, which must end by 2 AM.

Bulletin boards may be covered, but must otherwise be left alone.

Hanging decorations must be approved by the Admin.

Decorations must be applied in a way that does not damage the walls or ceiling.

Decorations must be removed by the end of the event.

Service animals are the only non-human animals allowed in the Sanctuary. Other areas with tile floors may have animals only with advance approval from UUCLR.

Cleaning Checklist

The space in use should be returned to its original state or better following the rental.

Where indicated in the rental schedule, a cleaning fee will be added to the rental. This fee will pay for cleaning to be done by a Cleaning Crew approved by the Admin. The renter may assume all cleaning responsibilities, but must attend to all items on the checklist. The cleaning rules apply to UUCLR committee and activity use, as well as to renters.

Facilities

Thomson Hall – maximum number = 180 persons.

Amenities included in the rental:

20 tables

150 chairs

3 additional tables for display, food, beverages

Two microphones with stands and a lectern for a speaker's use

Short upright piano

Projection screen

Kitchen use includes obtaining ice and storing cold items in the refrigerator, use of microwave and oven for heating purposes (NOT cooking), and use of the sinks for cleaning purposes. All coffee supplies must be provided by renter, but coffee makers are provided by UUCLR. Use of any UUCLR supplies not stipulated here will be charged and deducted from the deposit.

Pehrson Room – maximum number = 35 persons

Amenities available:

3 couches

20 chairs

two tables

sink

refrigerator

household coffee maker

Sanctuary – maximum number = 180 persons

Amenities:

180 chairs

sound system including CD player and tape player

lectern

display pedestals

tables

grand piano

Classrooms – 1 large (10 x 30 feet), 3 small (12 x 12 feet)

Amenities:

Various tables

chairs

couches

The Japanese Bridge/ Picnic Area and garden space - maximum number = 50 persons

Amenities:

3 stone benches

up to 4 additional tables and 48 chairs

picnic area for food service

Special Considerations

The Sanctuary is generally reserved for life celebrations or formal speaking events. No food or drink except water bottles with screw cap or other spill proof closures. The room must be returned to its original set-up and appearance or a cleaning fee will apply. Piano use must be approved by the Music Director and an additional fee applies (see rate schedule).

Seminars

All individual room use policies and rental rate rules apply for multiple-use programs. See attached schedule for cleaning fees.

Special Rules

The following items and spaces have special policies.

- The digital projector: for use by UUCLR only
- The children's play area: for use by UUCLR only
- The decks and atrium: for use by UUCLR only (crossing the deck to the back entrances to the Sanctuary are acceptable use)
- The grills: for use by UUCLR only
- The professional sound system in Thomson: for use by UUCLR only except when specifically rented and fees paid for technical support.
- Renters may provide their own sound systems, but must obey rules of noise abatement.

Exceptions to these policies are on a case-by-case basis and must be approved by the Admin or referred to the Rental Policy Committee.

Weddings and Commitment Ceremonies

Wedding and commitment ceremony plans should be reviewed by the minister(s) who should be the officiants or approve of the officiant. Planners should meet with a UUCLR minister as soon in the planning process as possible, but at least 45 days in advance to avoid scheduling conflicts. Sanctuary, Thomson Hall, the kitchen, Pehrson, and the library are available for use for a single fee of \$1000 for the entire day. The officiant's fee is separate and the responsibility of the party.

The deck area may be used only by adults and no children are to be unsupervised before, during, or after the event. Candles may be used only with fireproof holders and protection to prevent wax on the carpet. Flowers tied to chairs, placed in vases, and hung from the rails are encouraged, but petals may only be scattered at the altar and a runner must be in place to protect the carpet. The method of attachment of decorations should not damage the facility.

Sit-down dinners are allowed. If hard liquor is to be provided, a licensed bartender must be hired. For receptions, the mixer board and sound system must be managed by technicians for their fee or the renter may provide their own sound system. Only biodegradable confetti is allowed. No small plastic or metallic decorative "sprinkles."

It is highly recommended that the wedding planners hire servers who include cleanup/maintenance in their job duties to empty trash, restock towels and bath paper, collect dirty dishes, and attend to spills. Excessive cleaning after the event may result in additional fees.

The Japanese Bridge and Picnic Area

The Japanese Bridge (and picnic area, if desired) provides a beautiful alternative to the formal Sanctuary at the very reasonable fee of \$50 for a 4-hour ceremony and reception.

- The event is intended to be low tech and small.
- Up to 50 individuals can be accommodated with existing picnic tables and a few supplemental tables and chairs (see rate schedule for additional fees for UUCLR tables and chairs).
- The bathrooms located in the RE wing may be used by guests.
- The fee for the officiant is the responsibility of the party.
- Special rental rules apply in that minimal furniture may be moved into the immediate Bridge area (chairs for elderly, one or two additional tables that must remain on the east side of the bridge).
- If food and beverages are to be served, they must be kept to the picnic area and all trash must be removed from the area.
- Only un-amplified music is allowed.
- Absolutely no cigarette smoking is allowed in this area (fire hazard) and any failure to adhere to this policy will result in immediate termination of the event and loss of all deposits and rental fees. Please use courtesy and smoke in designated areas located at the front of the building (east side) and deposit all cigarettes in provided receptacles.

Schedule of Rental fees

Space Name	Maximum occupancy	Rent/hr	Cleaning fee* (optional)	Security Deposit
Thomson Hall - no food	180	\$40	\$50	\$100
Thomson Hall - food, kitchen	180	\$50	\$75	\$100
Use of the sound system require the services and fees of technician(s). Contact the Church Office.				
Pehrson Room - no food	30	\$10	\$25	\$100
Pehrson Room - with food	30	\$20	\$50	\$100
Sanctuary	180	\$100	\$25	\$100
Piano	-	\$20	N/A	\$100
Piano use requires prior approval by Music Director Optional tuning paid directly by renter. Consult with Music Director.				
Classrooms				
Barnum (large)	20	\$10	\$25	\$100
Alcott and other small rooms	10	\$5	\$25	\$100
Weddings only – please note that the picnic area can only be rented in conjunction with the Japanese Bridge for a total of four hours				
Japanese Bridge	30 (50 with add. Seats)	\$50 for 4 h event	\$25	\$100
Picnic area	30 (50 with add. Seats)	\$50 for 4 h event	\$75	\$100
Sanctuary, Thomson Hall, Kitchen, Pehrson Room, and the Library is \$1000 for the entire day with a \$300 security deposit and a \$150 cleaning fee				
Additional tables and chairs may be rented and brought in				
UUCLR Tables (max allowed)	4	\$25 for 4 h	-	\$100
UUCLR chairs (max allowed)	48	\$25 for 4 h	-	\$100

***Note:** Cleaning fee is paid directly to the Cleaning Crew, not UUCLR. Renters may assume all responsibility for cleaning themselves, but must complete the cleaning checklist. Please contact the Church Office for additional information including use of UUCLR equipment and supplies.

A kit with cleaning supplies for wiping down tables and counter tops, paper towels, and a supply of trash bags may be purchased by renters using food and beverage for \$25. All tables must be wiped off and all trash bags must be taken to the dumpster and clean bags left in the containers. Unused supplies belong to the renter.