

Building Use Policy

General Use Policy for Groups

The First Unitarian Universalist Society of Marietta welcomes the use of its space for purposes that encourage free religion, community building, social advancement, and preservation of nature, continuing education, cultural enrichment, personal character, democratic citizenship, public justice, and human unity. We offer our space for such purposes as an expression of our public ministry as a liberal religious congregation.

Community groups pursuing such purposes and wishing to use space for free in one of the church’s buildings will, in general, be expected:

- To be consistent in their activities and programs with the Unitarian Universalist Statement of Principles and Purposes (appended);
- To be nonprofit, noncommercial, **nonsectarian, and nonpartisan** in character;
- To be public, open to all;
- To require no fee or charge for their activities.

Groups intending to charge for their activities or that are partisan in nature or **otherwise** inconsistent with the above expectations will need to discuss an appropriate agreement with the church office assistant and **are required** to pay a fee to offset the impact on building and staff resources. **The fee schedule is posted in the FUUSM Office. FUUSM reserves the right to refuse use of our venues to organizations incompatible with our guiding principles.**

Groups using FUUSM space will be expected to accept full responsibility for its care and security;

- To see to it that persons not connected with their activity are not admitted to the building;
- To provide any needed special cleaning and arrangement prior to meetings **or events;**
- After the event, to return the space to its original arrangement, clean the space thoroughly, and turn off all lights and any other equipment before the group’s departure;
- Upon leaving, to see that all doors are locked and other standard security measures taken;
- To compensate the church for any physical damage that has occurred during the event.

Application for use of space should be made to the FUUSM office assistant at least two weeks in advance of the event, **with payment, to reserve the space for use by outside groups.**

Wedding and Commitment Ceremony Policy

The First Unitarian Universalist Society of Marietta welcomes **member and** non-church couples to explore having their wedding or commitment ceremony held here in our **sanctuary.** Couples who choose FUUSM as the site of their wedding or commitment ceremony are expected to abide by the policies of the minister of the church and the policies of the Society.

Minister: Only **FUUSM’s minister or office assistant** may reserve a date on the **Society’s official** calendar for a ceremony. A date may be reserved after the couple has had a telephone call or personal consultation with the minister. All couples agree to abide by the “Minister’s Policies,” which are developed and maintained by the minister and are available upon request.

Building Rental: The fee for use of the church for rehearsal and ceremony is listed on the schedule of fees. The fee for the use of the fellowship hall and kitchen for a reception is listed on the schedule of fees. A non-refundable deposit is required to reserve a date on the church calendar. This deposit is credited toward the building rental fees and is listed on the schedule of fees. Checks for the deposit are to be made to FUUSM and are payable at the time of scheduling the ceremony. Checks for **remainder of** building rental **fee** are to be made out to FUUSM and are payable before the rehearsal **or ceremony.**

Cleaning Fees: **Venue rental fees do not cover cleaning or decor restoration. For non-FUUSM weddings (or without a member sponsor) with 20 or more attendees, a refundable \$200 cleaning and restoration deposit is required no later than one week prior to the event. If the facilities are clean and decor restored immediately after the events, the full \$200 will be returned within one week. If FUUSM’s building steward is required to clean up after the event, or if damages are incurred, the full \$200 will not be returned to the event organizers at all or in full, depending upon the amount of work required.**

Sound System: If the ceremony requires the use of the sound system, we require that the professional services of one of our trained sound technicians be employed. Information will be provided to the couple to contact the technicians and it is the responsibility of the couple to make the arrangements. The fee for the sound tech is listed on the schedule of fees. Checks for sound technicians are to be made out directly to the technician and are payable before the rehearsal.

The church has the right to deny access to any group deemed inconsistent with our principles and purposes. The current schedule of fees is posted in the FUUSM office.