

## UUCB Facility Rental NOTES

### EXCLUSIVITY OF SPACE

Groups or individuals renting a particular area of the church have exclusive use of that space for the agreed rental time. No other groups or meetings will interfere with the rented area. Renters agree to not interfere with other users in other spaces in the building. Corridors and restrooms are common spaces and must be shared.

### MEETING ROOMS

The most appropriate (and cost effective) space for meetings is in the Merrymeeting Bay Room – smaller groups fit into one half of the large space with the wall closed (MMB-A). This is the part of the room with windows and natural light; larger groups are more comfortable in the larger space with the wall open.

Groups that rent the whole Merrymeeting Bay Room (MMB-A & MMB-B) also have access to the 3 smaller classrooms. Please note that furniture in the small rooms is sized for children and teens and may not be suitable for adult meetings. However, the furniture can be rearranged, chairs brought in and used for break-out sessions. After the meeting the furniture must be reset as it was.

### UUCB HOST

For each outside group rental, the Church provides a Host to assure your needs are met and you understand your responsibilities in the building. Your Host will open the building for your arrival and close up upon departure, show you the resources and spaces available to you, instruct you in the operation of those resources, and answer any questions.

The host may or may not stay for your entire rental session, but will be present for closing if necessary, and will be available by phone for questions.

The Host will also oversee (not DO) your cleaning after the event, or determine the need for Custodial help (unless with prior agreement the custodian is scheduled for cleaning). If Custodial help is needed, the group will be charged as described below..

### CUSTODIAL SERVICE

Unless arrangements are discussed in advance, rental groups are expected to set up and break down furniture for their own use in the rental area(s). At the conclusion of a rental, they are also expected to rearrange furniture to the standard orientation and clean up after themselves.

Some groups plan for UUCB to provide Custodial Service for setup and/or breakdown to arrange/rearrange chairs and tables for their program. This service is available by arrangement at the time the Agreement is made or signed. UUCB Custodial Service DOES NOT include kitchen cleaning.

If not previously arranged and Custodial Service is needed to return the rental space to the condition needed for the next users, rental groups will be charged at a rate of \$50/hour per custodial worker for the time needed.

#### CLEANING EXPECTATIONS

Seating should be rearranged in the standard orientation. A diagram of standard seating and table arrangements will be provided to each group by the UUCB Host to help groups rearrange furniture properly.

Floors should be swept of crumbs or litter and spills mopped up. Tables should be wiped clean.

All surfaces should be cleared of all rental group literature and materials.

Restrooms:

- Check to be sure no unsightly mess is left behind
- Compact paper towels, or if necessary take full bag to trash outdoors and replace bag
- Wipe up any spills
- Remember, the restrooms should be welcoming for the next user group

Kitchen:

- All dishes and utensils should be washed and put away before the rental group departs.
- Surfaces should be clean
- Compost should be taken to the compost bin outside the back entrance and dumped.
- Trash and recyclables should be placed in the proper bins outside the back entrance OR removed from the premises.
- Returnable bottles and cans should be taken by the group or placed in the returnable bin in the kitchen.

#### PIANO

The baby grand piano in the Sanctuary is a high quality, professional instrument. Caring for it properly is of critical importance to the Church. Therefore we limit its use to rental groups with a qualified musician. Payment of the fee is required for its use; piano fees are dedicated to maintenance and regular tuning of both pianos in the building.