



I - Available Facilities:

Our church is located at 8447 Manresa Avenue on a 2³/₄ acre wooded lot at the corner of Collins Road and Manresa in Jacksonville, Florida, immediately south of the naval air station, near the I-295 US 17 (Roosevelt Boulevard) exits. Adjacent to the building are parking spaces for 64 cars, including 3 handicapped spaces. At one end of the church, surrounded by residential housing, is a fenced-in area available for children to safely play. The church is level with the parking lot. The building meets building code requirements for handicapped accessibility throughout the building, but the pulpit and stage requires walking up three stairs (there is a banister on each side). Areas that may be used for UU-sponsored events and/or rented to outside groups and individuals for events consistent with our UU principals are discussed below.

Sanctuary:

The sanctuary is our largest space, and can be used for funerals, memorial services, weddings, and other large functions. The sanctuary is about 2,700 square feet, with a stage area of about 300 square feet. Its approximate capacity is 160 people (chairs only), or 96 at tables, depending on the configuration. Chairs may be moved or reconfigured and tables set up in the sanctuary for an additional cost stated below.

A/V capabilities in the sanctuary:

There is a single podium microphone available for use when the sanctuary is rented. Additional microphones are available for rental. There is a large screen that can be lowered to display DVD movies and other A/V materials. Material on laptop PCs can be connected via a VGA cable for display on this large screen. The audio system can also play CDs and the output of a computer, phone or tablet using a standard headphone output. Only trained BBUUC personnel may operate the sound system.

Classrooms:

We have three of our four classrooms regularly available for rent. Two of the rooms are furnished with sofas and arm chairs, and the third room has a table and chairs. Each classroom is approximately 400 square feet, giving each a capacity of about 20 persons. We also have a nursery, which includes a portable crib and a changing table. Special permission by the DRE or LRE committee chair(s) must be obtained for the use of the fourth classroom

Kitchen:

The kitchen can be opened to serve functions held in the sanctuary. The kitchen is intended for warming food only. There is no cooktop in the warming kitchen and no adequate ventilation or fire suppression for cooking inside. Food may be kept warm in chafing dishes over gel fuel (e.g. Sterno) provided the fuel is never left unattended and is extinguished promptly. Approval in advance must be obtained if planning to use gel fuel.

The kitchen contains 2 ovens, refrigerator/freezer, dishwasher, microwave, toaster oven, a Bunn coffee brewer with air pots, as well as coffee cups and flatware for approximately 100 people. Renters must supply all consumable supplies including but not limited to coffee, tea, condiments, plates, napkins, etc.



II - Procedures for Sanctuary / Room Reservation and Rental

1. To reserve any use of building or grounds space and facilities, please contact the church secretary at 904-276-3739 or admin@bbuuc.org.
2. All events require a signed Building Use/Rental Agreement Form, though a long-term version may be used for recurring events.
3. Once appropriate forms have been signed, the date and time of the event is entered on the master calendar in the church office. The Facilities Committee will be informed at least a month in advance of the details of the requirements of the rental. Calendars for the current and upcoming month are posted on the website. Entries on these master calendars should be made only by the authorized persons.
4. Routine changes to already scheduled events and times may be made with the Church Secretary, who will coordinate with various Committee Chairs and Board members.
5. All vendors participating in any type of event need to be approved by the Board to ensure that the principles and purposes of our church are respected and all applicable laws are adhered to.
6. When only the sanctuary is rented, all classrooms and the kitchen will be locked unless special arrangements are made.

III - Set Up and Clean Up

Generally, the sponsoring committee, group, or individual is responsible for set up and clean up after an event. Outside groups are required to work with our Facilities Committee to provide coordination, set up, and clean up.

Spaces, including furniture and other equipment or materials located in those spaces, must be left in the same (or better) condition in which they were found by the persons or groups using them.

The group contact person is responsible for coordinating with the Facilities Committee to ensure suitable cleanliness and safety of the facility. The group contact person is responsible for obtaining Facilities Committee approval for the return of any deposits.

IV - Use and Rental Guidelines

1. Any use of the building and grounds shall be compatible with the purposes and principles of the Buckman Bridge Unitarian Universalist Church.
 - a) Rental categories and requirements of security deposit and liability insurance certificates are required. Exceptions must be approved in advance by the Board. If a waiver is granted, the renters will accept liability for damage to BBUUC property up to \$5,000.
 - b) Groups from outside BBUUC membership using the facilities shall provide the Office Administrator with the following information in writing:
 - i) A statement from the group's by-laws or other similar document describing the purposes of the group, characteristic activities carried out by the group, and the ages of persons who are involved.
 - ii) A list of the current officers of the group, with addresses and phone numbers.



Building and Grounds Use And Rental Policies
Buckman Bridge Unitarian Universalist Church
21 January 2015



- c) Groups involving children and/or youth must be sponsored, and their activities overseen by one of the standing committees of BBUUC (e.g. Facilities Committee).
- 2) First consideration for scheduling events shall be given to established church groups for their programs and events. The Rental Fee Guidelines provides direction to the Office Administrator when setting usage/rental fees.
- 3) Long-term use (more than one week) of the building and grounds shall be made through a written agreement, which is subject to approval annually by the Board. The building is designated as a tobacco and smoke free environment. Smoking is only allowed at the 2 designated areas, one by the bike rack and one at the bench beside the parking lot
- 4) All cleaning supplies used must be approved by the Facilities Committee.
- 5) Legal adults are permitted to consume alcoholic beverages on the premises. No alcohol may be sold on the premises.
- 6) Members and friends under the age of 21 who use the church must have adult sponsorship and supervision.
- 7) Activities sponsored by children and youth under the age of 18 must have each child's parent or responsible adult present. If this is not possible, the group leader in charge of the activity must have on-site a signed parental permission form containing emergency numbers and other pertinent medical/safety information (e.g., CONS, teen fundraisers, etc.).
- 8) Children accompanying the participants at any event on the grounds must be supervised at all times.
- 9) Groups using the church must obtain prior approval from the Facilities Committee before storing supplies and/or equipment on the premises. Such supplies must be clearly marked with the group's name and the date when storage permission was received. Supplies belonging to a particular church group (e. g. religious education, music, aesthetics) should not be used by others.
- 10) Any special use of the building and grounds must be approved by the Facilities Committee. Open flames are permitted in the building for Worship Service chalices, which are extinguished immediately at the end of each Worship Service. The only other use of open flames that may be approved is gel fuels for warming food during approved events. Consult with the Facilities Committee if an outdoor cooking area is needed.
- 11) Outdoor fires must be contained within the fire pit. The fire pit may only be used with prior approval of the Facilities Committee. An adult must be present acting as fire marshal with a bucket of water and shovel within 10 feet of the fire pit.
- 12) All renters and prospective users of the building and grounds shall receive a copy of these building use policies. Failure by a group or individual to comply with the Building Use and Rental Guidelines will result in loss of use or rental privileges, and forfeiture of deposit.
- 13) The church reserves the right to deny repeat user privileges to renters who have not abided by these policies and procedures.
- 14) BBUUC groups and committees are allowed to meet at the church free of charge. All meetings must be scheduled through the Church Secretary and will depend on availability of rooms and custodial staff.



V - Responsibilities

Church Secretary

Responsibilities include: scheduling the use of the building and grounds; administering building use and rental policies/agreements; monitoring compliance with agreements; collecting all pertinent deposits and fees, and ensuring that adequate liability protection is provided in accordance with building use policy.

Facilities Committee

Responsibilities include: recommending building use policy changes to the Board; periodically reviewing building use policies, rate structures and standard agreements and associated forms used in the administration of building and grounds.

The Board

The Board will establish building and grounds use policies, approve fee schedules, and review contract forms as necessary. The Board will resolve questions regarding the implementation of the policies, and it will decide special and unique cases, including those for repeated events and long term use of the building and grounds.

BBUUC Rental Pricing Schedule for non-members
Standard Pricing (all prices below reflect a single use on a single day):
21 January 2015

Rental	Monday - Thursday		Friday		Saturday		Sunday	
	daytime*	night**	daytime*	night**	daytime*	night**	daytime***	night**
Classroom	special pricing	\$15/hour, \$25 minimum	special pricing	\$20/hour, \$35 minimum	\$15/hour, \$25 minimum	\$30/hour, \$60 minimum	\$20/hour, \$35 minimum	\$20/hour, \$35 minimum
Sanctuary	\$75/hour, \$150 minimum	\$75/hour, \$150 minimum	\$75/hour, \$150 minimum	\$100/hour, \$200 minimum	\$100/hour, \$200 minimum	\$150/hour, \$300 minimum until 9:30 pm; then \$200/hour; event must be over by midnight	\$100/hour, \$200 minimum	\$100/hour, \$200 minimum
Chair rearrangement	\$1 per chair above 10 chairs requiring storage or rearrangement	\$1 per chair above 10 chairs requiring storage or rearrangement	\$1 per chair above 10 chairs requiring storage or rearrangement	\$1 per chair above 10 chairs requiring storage or rearrangement	\$1.50 per chair above 10 chairs requiring storage or rearrangement	\$2 per chair above 10 chairs requiring storage or rearrangement	\$1.50 per chair above 10 chairs requiring storage or rearrangement	\$1.50 per chair above 10 chairs requiring storage or rearrangement
Table setup	\$5 per table	\$10 per table	\$5 per table	\$5 per table				
Table cloth rental	\$5 per table cloth	\$5 per table cloth	\$5 per table cloth	\$5 per table cloth				
Kitchen (in conjunction with rental of other church space)	special pricing	\$25/hour	special pricing	\$35/hour	\$35/hour	\$50/hour	\$35/hour	\$35/hour

* daytime is 9 am until 5:30 pm, except for Sunday

** nighttime is 5:30 pm until 9:30 pm; special pricing if an event runs after 9:30 pm Monday - Thursday

*** daytime on Sunday is 2 pm until 5:30 pm

Terms:

1. A down payment of 25% is required; fully refundable if cancelled with one month's notice.
2. The security deposit for the use of a classroom is \$25
3. The security deposit for use of sanctuary is \$250.
4. The security deposit for use of the kitchen is \$300.

BBUUC A/V Rental Pricing Schedule for non-members
Standard Pricing (all prices below reflect a single use on a single day):
21 January 2015

<u>A/V component</u>	<u>Rate</u>
1 Basic system	no charge with sanctuary rental
2 Use of extra microphones	\$5 per hour
3 DVD or renter supplied data sour	\$25 per hour
4 BBUUC supplied data source	\$35 per hour
5 Other needs	special rates

BBUUC Rental Pricing Schedule for Members
21 January 2015

- 1 Rates for Members are 20% less than the rates for non-members
- 2 Members are entitled to a single wedding, funeral or memorial service for themselves
- 3 Members will receive a 20% discount over non-member rates for weddings, funerals, and memorial services for non-members who are members of the member's immediate family
- 4 The cost of a minister, music, catering, and similar services are not the responsibility of the church