

**Live Oak Unitarian Universalist Congregation**  
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### **Rental Policies and Facility Use Guidelines**

Our beautiful Live Oak facilities are available for devotion, study, discussions, rites of passage such as weddings, receptions, and memorials, or recreation such as concerts and plays. Space at Live Oak may be rented by any group whose purpose, goals, ideals or philosophy are consistent with the broad ideals of this congregation. Additionally, all events must be congruent with our 501(c) 3 status and our conditional use permit. However, permission to use Live Oak facilities does not necessarily constitute endorsement of a particular group or its goals. We do not assume responsibility for the opinions or activities of any organization/individual not officially connected with this congregation.

**General:** All renters are fully responsible and liable for the actions of themselves, their guests and any vendor or service provider brought onto Live Oak property. Renter must assure all involved are aware of the Policies and Guidelines contained in this document, and provide sufficient supervision of guests and vendors. Renters are responsible for and will be held liable for breaking any of these policies or guidelines. Your liability extends beyond the amount of any Security Deposit you may have paid to Live Oak.

All rites of passage such as weddings, child dedications, funerals and memorial services must have the Minister's approval, even if the Minister is not performing the ceremony. Any Ministerial support (and corresponding stipends) must be agreed to and negotiated separately.

**Liability insurance:** Liability insurance is required for non-Live Oak sponsored events and for other events if deemed necessary by our insurance carrier. Examples of such events include, but are not limited to, concerts, weddings, larger gatherings, etc. For weddings, we suggest WedSafe.com as a possible source of this type of insurance policy. This liability policy must be for a minimum coverage of \$1,000,000. A copy of the insurance rider must be submitted with the Facility Use Agreement.

**Publicity:** Renters must specify in their publicity "meetings or event held at Live Oak Unitarian Universalist Congregation" rather than using language which may imply that there is sponsorship or affiliation with our congregation.

**Monitor:** An event monitor designated by Live Oak is required for all events held in the Sanctuary or Fellowship Hall. Exceptions may be made for certain Live Oak member events. There is an additional fee for this service.

**Reservations and Deposits:** Priority for events is determined on a first come, first served basis. Live Oak sponsored events have priority over requests for facility use from non-member groups and individuals. Reservations may be made up to 12 months in advance with approval of the Facilities Use Agreement and payment of the security deposit and 50% of the facility use fee.

**Live Oak Members (for free events open to all church Members and Friends):**

Members may use the facilities free of charge. Additional fees and security deposit may be required.

**Live Oak Members (for private use):** Members may use the facilities free of charge for “life passage events” such as weddings, memorial services, child dedications or any ceremonial event with Minister performing ritual. For other private events members may use the facilities at a discounted rate. Additional fees and security deposit may be required.

**Fundraisers, “Suggested Donation”, or “Pass the Basket” Events:** A member or Ministry of Live Oak may rent our facility for a non-church fundraiser for the normal reduced member facility rental fee.

Live Oak will not enter into any type of “profit-sharing” arrangement with a “for-profit” entity. All entities that are not established 501(c)3 entities must pay the regular rental rate. Live Oak may share the sponsorship of a fundraising event and split proceeds with a legal non-profit. Live Oak may opt to pay a set fee for musicians or other professional services up front with all proceeds from the event flowing to Live Oak.

**Ministry/Committee Sponsored Events:** Occasionally our Ministries/Committees may sponsor events by outside groups. With sponsorship, these groups may use the facilities free of charge. Additional fees and security deposit may be required. All set up, clean up, and restoration of premises is the responsibility of the sponsoring Ministry/Committee. Since there are always indirect costs associated with building use, the Ministry/Committee is encouraged to seek donations to help cover those costs. Promotional materials and perhaps an announcement at the event indicating that the Ministry/Committee has sponsored the event, the reason for doing so, and encouraging donations to help meet the costs associated with maintaining the building. For example, “The event tonight is sponsored by the Social Action Ministry of Live Oak Unitarian Universalist Congregation. We are delighted to sponsor this event because it is in keeping with our commitment to affirming and promoting the inherent worth and dignity of every person. We extend a warm welcome to you to worship with us on any Sunday at 10:00 and we welcome donations this evening to help us meet our costs in providing this space.”

### **Building Space and Equipment Available:**

Additional fees may be required to rent some of the equipment.

**Sanctuary:** Our airy and spacious Sanctuary building has a grand piano as well as a state-of-the-art sound system. Because the space was designed not just for worship and ceremony, but also for live music and recitals, the acoustics are excellent. The seats in our Sanctuary can be moved to suit your event. Capacity: 200 seated.

**Equipment:** Grand piano, PA system, microphones and stands, audio visual display for video and Power Point presentations, projection screen

**Fellowship Hall:** This is a perfect space for smaller presentations, receptions, and meals. It has an upright piano, folding tables, chairs and is versatile enough to be used for banquets and parties, or lectures. Capacity: 80 seated with 10 round tables.

**Equipment:** upright piano, TV/DVD/VCR combo unit

**The Cottage:** is a small, welcoming, one-room building with cozy couches; it's best for meetings of 12 or fewer. It has a small TV and DVD/VCR.

**Kitchen:** Setup only with warming oven and microwave (no cooking allowed)

**Patio:** Outdoor area with plants, tables, chairs and benches

**Restrooms:** 2 restrooms for Sanctuary and Fellowship Hall and 2 in the Farm House

**Playground:** Children are only allowed in the playground with close parental supervision

**Parking:** 53 on- site parking spaces plus 2 accessible spaces are included with your rental. Street parking is also available on Fairview Avenue.

**Accessibility:** Meets city requirements.

### **General Equipment**

Renters may be granted permission to use specified equipment that belongs to the church. When doing so, the renter assumes liability for the condition of the equipment and may only use the equipment as specifically provided for in writing. Additional rental fees may apply.

Tables: nine rectangular folding tables (6' by 30"- banquet tables), twelve round tables (5' diameter - seats 8). Linens are not provided.

Chairs: 96 chairs + 40 folding chairs (not counting the ones in the Sanctuary), five wooden benches.

Patio furniture: three 4' glass top tables, four 3 ½' glass top tables, three rectangular wooden tables, chairs and five wooden benches.

Audio Visual: PA system, microphones, stands, projection screen (6' by 6'), TV/DVD/VCR, audio visual displays in Sanctuary for video and power point presentations. Use of the audio visual equipment belonging to Live Oak is by permission only. An approved technician is required for the system operation in the Sanctuary.

**Facility Use Conditions:**

Live Oak reserves the right to cancel your event in case of extreme emergency or disaster. If your event is canceled for this reason, all fees will be refunded in full.

Use of facilities is restricted to the indoor and outdoor facilities and for the times which are specified in the Facility Use Agreement.

Depending on the number of minors (under 21 years old) or if alcohol is served at an event, we reserve the right to require uniformed security or childcare. (Extra fee may apply)

**Time:** Scheduled events may take place between the hours of 8:00 am and 10:00 pm. The premises must be vacated by 11:00 pm. Renter may not enter earlier than the start of their rental time and all equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight. During your last rental hour, you are expected to restore premises to original condition. Use of the facilities must be terminated at the agreed upon time. Late departures will result in forfeiture of part or all of the Security Deposit.

**Restoration of Premises:** Premises and equipment must be left in the same condition and in the same locations as when your event began. All trash or recycling must be put in garbage bags, tied at the top and put into the Marborg trash or recycling dumpsters located in the parking lot next to the building. Time for clean-up must be included in allocated rental time.

Renters are to assume full responsibility for repairs and are required to restore to original condition any damages they are responsible for. Decorations or other materials may be placed on walls and windows only when a written request is submitted and a written approval of your request is received. You may only use materials that do not damage or mark such surfaces (such as painters tape), and all decorations are to be removed at the conclusion of the event. No nails, pins, tacks or non-painters tape can be used at any time. If upon your arrival you notice anything that is not clean or "as it should be", please notify the event monitor immediately. At the end of the event, the monitor will walk through the facility with the renter to ensure that the facility is left as it was found.

Renters should be particularly cautious with food and beverages to avoid spills on the flooring. If spills do occur, they are to be immediately wiped up. Disregard for care of carpets and flooring will subject deposit to forfeiture. Candles are to be used only in fireproof containers and only when renter has had prior written approval to do so. Any decorations used near candles must be fireproof. Protection must be used so as to prevent candle wax from spilling on any surface. Nothing shall be placed on the piano. No

material (confetti, rice, birdseed, etc.) may be thrown; however, bubbles can be blown in outside areas.

**Alcohol:** SELLING ALCOHOL IS STRICTLY FORBIDDEN. All laws of the state of California must be followed. It is unlawful to serve alcohol to minors or persons who are visibly intoxicated. The event monitor has the authority to suspend the service of alcohol if they observe minors drinking on the premises or if behaviors associated with excessive intoxication are observed on the premises. Renters assume full responsibility and liability regarding behavior of their guests.

**Food:** There are no cooking facilities on the premises. Self-catering (i.e. food brought in with renter handling clean up) is allowed. Propane burners are not allowed inside the facility. Only electric warmers and microwaves in the kitchen are allowed. Barbecuing is allowed with special permission only. Catering truck allowed outside in the parking area only. Please do not adjust the thermostat on the refrigerator.

**Smoking:** Prohibited everywhere on the Live Oak campus, grounds and buildings.

**Music:** Live or recorded music allowed until 10:00 pm. We ask that you remain aware of noise volume and be considerate of our neighbors.

**Animals** are not allowed onsite at any time with the exception of certified service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs)

**Safety:** Please observe basic safety procedures at all times. Extension cords must be taped down to the floor. If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady. Children under 18 years of age must be supervised by adults at all times.

NOTE: The Fire Department does not allow sparklers, fireworks, fire pits, floating fire lanterns, or gasoline on site.

**Security Deposit may be withheld if premises and all equipment are not clean and restored at events end, if facility use conditions are not followed, or if excess staff hours are needed.**

**Fee Policy:**

A deposit of 50% of rental portion plus Security Deposit is required with the completed Facility Use Agreement. Full payment is required 30 days prior to the event. A \$300 refundable Security Deposit is required to rent the Sanctuary or Fellowship Hall. A \$50 refundable Security Deposit is required to rent the Cottage.

**Cancellation Policy:**

If cancelled more than 30 days prior to the event, 100% of the Security Deposit is forfeited but rental portion deposit is returned in full. If cancelled 30 days or less from event, 100% of the Security Deposit is forfeited plus 50% of rental fee.

Policy accepted by Live Oak Board of Trustees May 19, 2015