



Thomas Jefferson Memorial Church
Unitarian Universalist
717 Rugby Road Charlottesville VA 22903
434-293-8179 office@uucharlottesville.org

Application for Free Use of Meeting Space

Social Justice Council Policies on Free Use of TJMC-UU Meeting Space

The Church facilities may be available for free use of meeting space by non-profit organizations upon approval by the Social Justice Council. TJMC chooses to provide space for non-profit organizations, clubs, associations whose purposes are not inconsistent with Unitarian Universalist values, as expressed in the UUA's seven principles. The building shall not be used for partisan political meetings, but shall be made available for meetings which the Social Justice Council finds to be for educational or cultural purposes. Non-profit organizations engaged in certain activities that are supported by the Church may be approved for free use of space. Church facilities may not be reserved for free use by a Church member, group or committee on behalf of an outside group; approval of free use of space is the responsibility of the Social Justice Council. Any outside group applying for free use of space for purposes of worship will be referred to the Minister(s) for approval, rather than to the Social Justice Council. These policies apply to all groups applying to the Social Justice Council for free use of TJMC-UU meeting space.

PROCEDURES

- Requests for meeting space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year.
- Applications can be made to the TJMC-UU Social Justice Council. Application forms can be obtained from the Director of Administration and Finance. The Director of Administration and Finance will identify what space(s) may be available at the time(s) requested, and indicate that on the Building Use Contract attached to the application form.
- A completed application form should be submitted to the Social Justice Council Chair at least one week prior to any of the Council's scheduled meetings.
- If an electronic application is submitted for a single meeting to be held between scheduled Council meetings, it can be sent by the Council Chair to Council members for an electronic vote on approval.
- If approved for more than a one-time meeting, permission for free use of meeting space at the times indicated will be valid for the remainder of the TJMC program year, which ends on June 30 each year.
- The terms of building use are spelled out on the back of the Building Use Contract. Terms not specific to Weddings apply to free use as well as rental use.
- If the applicant is approved for free use of space, the Building Use Contract will be completed and issued by the Director of Administration and Finance.

UUA PRINCIPLES

- * The inherent worth and dignity of every person
- * Justice, equity and compassion in human relations
- * Acceptance of one another and encouragement to spiritual growth in our congregations
- * A free and responsible search for truth and meaning
- * The right of conscience and the use of the democratic process within our congregations and in society at large
- * The goal of world community with peace, liberty, and justice for all
- * Respect for the interdependent web of all existence of which we are a part

Examples of how these principles are expressed at TJMC-UU are as follows:

We are a welcoming congregation, embracing all who wish to join our church community, regardless of race, creed, cultural background, sexual orientation, or ability/disability. We support marriage rights for gays and lesbians. We are working to become a Green Sanctuary. We have a long history of working to support anti-racist attitudes and behaviors. We work with interfaith organizations such as IMPACT and PACEM to promote social justice.

Applicant's Statement

Title of Organization:

Mission or Purpose of the Organization:

Brief Description of One Current or Recent Project Exemplifying Mission or Purpose:

General Purpose of Meeting(s) To Be Held at TJMC:

How will TJMC's support of your organization by providing you free meeting space enhance your ability to accomplish your mission?

Applicant's Affirmation

I affirm that the purposes of our organization, _____, are not inconsistent with the values of TJMC – UU as expressed above. I have read and agree to the regulations on the back of the Building Use Contract.

Applicant's Signature _____

Applicant's Role in the Organization _____

Social Justice Council's Decision

____ Approved for free use of space

Date Approved _____ Ending Date for approved free use _____

____ Not approved for free use of space

Comment:

Council Chair's Signature _____



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Building Use Contract

Date of Contract: _____

Date of Event: _____ Group: Church: _____ Social Action _____ Outside: _____

Type of Use: _____ Fee Type: Free _____ Reduced _____ Standard _____

Group Name: _____

Contact Person: _____

Address: _____

Phone: _____ E-Mail: _____

Space Requested	Fee/Time Unit	Time Units	Total Rental Fee	Deposit	Cleaning Fee
Sanctuary	\$200			\$100	\$75
Social Hall + Kitchen	\$175				\$75
Parlor	\$75				\$75
Jefferson Foyer	\$50				
Summit Room 1	\$50				\$75
Summit Room 2	\$50				
Dishes	\$25				
Total Rental Fee				Due:	
Cleaning Fee					
Security Deposit				Due:	
Total					
Payment #1				Date:	
Payment #2				Date:	

A completed contract and deposit of 50% of the total fees and deposits will hold the space. The remaining balance must be paid in full thirty days prior to the event or the reservation will be cancelled. All rental fees are non-refundable. For ongoing rentals, the rental fee for any month is due by the first of the month immediately preceding it. If the event is cancelled less than one month before it is to occur, the rental fee will not be refunded. All payments should be sent or delivered to the Church Office. Please make check payable to Thomas Jefferson Memorial Church-UU.

In signing below, I/We agree to the Building Use Terms outlined above and on the attached page. In signing this application I/We acknowledge that I/We have the authority to do so and assume all responsibility for the Church's facilities and/or accept responsibility and liability for my group. I understand that failure to comply with the stated conditions may result in forfeiture of the security deposit, assessment of additional fees, and/or denial of future rental requests.

Signature: _____

Date: _____

Office Use Only:

Food Prepared/Served: _____

Alcohol Served: _____

Number Attending: _____

Deposit/Cleaning Fees Paid: _____

Rental Fee Paid: _____

Key Number: _____

Revised November 2013



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Building Use Terms

1. Rental Fees:

- a. Rental fees are assessed per unit of time the space is rented, with 8 AM to 1 PM one unit; 1 PM to 6 PM one unit; and 6 PM to 11 PM one unit. The building closes at 11 PM.
- b. Rental Fees for Outside Groups using the building in an ongoing manner are due prior to the event or by the first of each month.
- c. A key deposit and security deposit are required and will be refunded after the rental with approval.
- d. A mandatory Cleaning Fee will be assessed for Outside Groups using the Social Hall and Sanctuary where food or alcohol will be served. The fee is \$50 for groups under one hundred and \$75 for groups over. The same Cleaning Fee rate may be charged for other rooms rented where food and alcohol will be served.
- e. No space is available for Outside Group rentals (including Social Action approved groups or church sponsored groups inviting the public) on Tuesday, Wednesday, or Thursday evenings after 5 PM or on Sunday before 3 PM.
- f. Church Groups may not rent the use of the building on behalf of an Outside Group for a reduced or free rate.
- g. Church Member personal building usage rates are half the scheduled rental fees.
- h. Social Justice Council will determine groups eligible for free usage of the building. They will provide the appropriate documentation of these groups and their contacts to the Director of Administration and Finance as soon as they are approved. These groups are not eligible for free use of the building for fund raisers. The Standard Rate will apply.
- i. Wedding rates and terms are listed separately.
- j. Twelve Step Groups may rent the use of the downstairs kitchen at a rate of \$1 per person attending.

2. Room Assignments & Use:

- a. Rooms may be assigned for Outside Groups four months prior to an event without an additional fee.
 - i. Twelve Months in advance = twice the standard fee.
 - ii. Eight months in advance = one and one-half times the standard fee.
- b. Room assignments for rentals are made solely at the discretion of the Director of Administration and Finance.
- c. Only those rooms assigned may be used and must be returned to their original set up when the event is over.
- d. Art work may not be moved.
- e. Nothing may be attached in any way to walls, doors, windows, ceilings, light fixtures, or window or door frames.
- f. Tables and chairs are provided for use. Other church property such as kitchen supplies, white boards, flip charts, televisions, DVD players, pianos, sound equipment, or playground, are not provided for use.
- g. The Sanctuary furniture, piano, pulpit, etc. may not be moved or rearranged.
- h. Outside rental items (tables, chairs, dishes, etc.) may not be left or stored overnight.
- i. Social Hall/Kitchen Rental may include the use of the stove, microwave, and dishwasher if available.
- j. Dishes and utensils may be rented for a fee and must be cleaned and put away after the event.
- k. Caterers are asked to check with the Director of Administration and Finance prior to any event.
- l. If alcoholic beverages are served then non-alcoholic beverages must also be served. Any Outside Group using the space is responsible for obtaining an applicable ABC license and following the ABC laws.
- m. Minor children must be supervised by an adult at all times.
- n. Smoking, weapons (including permit hand guns), and fires are prohibited in the building or on the property.
- o. All event food and trash must be removed after any event.

Parking: Is provided in the Edgewood Lane and Summit House parking areas. Parking must be shared with other groups using the church.

Advertising:

A sample of any advertising pertaining to an Outside Group's event (including fliers, newspaper notices, etc.) must be provided to the Director of Administration and Finance in hard copy for approval prior to being sent out. The Church's name and address may be used in event publicity but not the Church's phone number. No information regarding outside events will be given out by the Church Office.

Approved 12/2010