



Building Use and Rental Policies
Buckman Bridge Unitarian Universalist Church
August 1, 2017



I - Available Facilities:

Our church is located at 8447 Manresa Avenue on a 2¾ 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 is handicapped accessible 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 classrooms 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.

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 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.



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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. A Renter Checklist and a signed Facility Rental Agreement Form must be completed.
3. 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.
4. Once appropriate forms have been signed, the date and time of the event is entered on the master calendar by the authorized persons 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.
5. 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 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.
2. Rental security deposits are required.
3. Groups from outside BBUUC membership using the facilities shall provide the Office Administrator with 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.
4. Groups involving children and/or youth (under the age of 21) must have their activities overseen by adult sponsorship and supervision. Children accompanying the participants at any event on the grounds must be supervised at all times.



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5. 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.
6. 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.
7. Legal adults are permitted to consume alcoholic beverages on the premises. No alcohol may be sold on the premises.
8. 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 should not be used by others.
9. 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.
10. 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.
11. The church reserves the right to deny repeat user privileges to renters who have not abided by these policies and procedures.

BBUUC Rental Pricing Schedule

Standard Pricing (all prices below reflect a single use on a single day)
as of 8/1/2017

	Monday - Thursday & Friday Day	Friday Night and Saturday Day	Saturday night	Sunday after 3pm (Not available Sunday daytime)
Sanctuary	\$150 for up to 2 hours	\$200 for up to 2 hours	\$300 for up to 2 hours	\$200 for up to 2 hours
	\$75/hour over 2 hours	\$100/hour over 2 hours	\$150/hour over 2 hours	\$100/hour over 2 hours
Classroom w/ Sanctuary Rental	\$10	\$10	\$10	\$10
Classroom Only	\$25 hour	\$30 hour	\$30 hour	\$25 hour
Chair Rearrangment	\$1 per chair	\$1 per chair	\$1 per chair	\$1 per chair
Table setup	\$5 per table	\$5 per table	\$5 per table	\$5 per table
Table cloth rental	\$5 each	\$5 each	\$5 each	\$5 each
Kitchen (with rental of other church space)	\$35	\$35	\$50	\$35
Kitchen REFUNDABLE deposit	\$250	\$250	\$250	\$250
Audio /Visual	\$15 Hour	\$15 Hour	\$15 Hour	\$15 Hour
Microphones only	\$15 Hour	\$15 Hour	\$15 Hour	\$15 Hour
Music or Video played during event	add \$10 hour	add \$10 hour	add \$10 hour	add \$10 hour

- Terms:**
1. The security deposit of \$250 is required at time of booking; fully refundable if cancelled with one month's notice.
 2. No smoking in the building
 3. Please read and abide by Rental Policies and Procedures provided to you on page 2 of the Facilities Use Agreement.

BBUUC Rental Pricing Schedule for Members

- 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 The cost of a minister, music, catering, and similar services are not the responsibility of the church

Checklist for Potential Facility Rental

Total Price

Contact information _____

\$ -

Date of Rental _____

Start Time _____

Rental Length

End Time _____

Areas to be rented:

Sanctuary _____
Sanctuary & Classroom(s) _____ # needed (3 available) _____

Classroom Only _____ # needed _____

Kitchen _____

Room setup

Tables Available:	# Available	# needed	
60" round	12	_____	Tables _____

8 ft rectangle 3 _____

6 ft rectangle 4 _____

4 ft rectangle 2 _____

Table cloth rental _____ Tablecloths _____

Folding chairs 84 _____

Chair Rearrangement # to be moved _____ Chair Rearrangement _____

Describe room configuration needed:

Audio /Visual Needed

A/V Fees _____

Microphone _____

Audio/Music _____

Video _____

Describe any A/V needs, including video, music & microphones: