

USSB RENTAL POLICIES AND ROOM USE GUIDELINES

FAILURE TO ADHERE TO THE FOLLOWING POLICIES AND GUIDELINES, AND/OR THE CAUSING OF DAMAGE TO USSB PROPERTY, AND/OR CAUSING THE NEED FOR EXCESSIVE CLEAN-UP AFTER YOUR EVENT CAN RESULT IN THE RENTER BEING FINANCIALLY LIABLE BEYOND THE AMOUNT OF THEIR SECURITY/CLEANING DEPOSIT.

It is the policy of the Unitarian Society of Santa Barbara to make its beautiful building facilities available to individuals and groups in the community that seek to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations or other activities that are compatible with church policies. We ask that you adhere to the following policies and guidelines when renting the facilities. Please remember that in rare circumstances, the church's own needs might require precedence over any outside group or person. If such a circumstance ever arises, USSB will do everything in its power to make it up to your organization.

If your event is being staffed by USSB personnel (usually the USSB Sexton) he or she has the final determination of what can and cannot be allowed. Our staff members can interpret all of our policies and guidelines as they see fit, based on the extenuating circumstances of any given event.

Also, if your event is being staffed, you must check in with him or her upon your arrival, and again prior to your departure. This will insure proper setup and usage of items, and proper clean-up, which helps to ensure the return of your full security/cleaning deposit.

- 1) **OVERALL RESPONSIBILITY**: As a user of any space at USSB, you are fully responsible and liable for the actions of yourself, your guests and any vendor or service provider you bring onto USSB property. To fully protect yourself, USSB highly recommends that you make certain that your vendors are aware of the Policies and Guidelines contained in this document, and you provide sufficient supervision of your guests and vendors as you 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 and/or Cleaning Deposit you may have paid to USSB.
- 2) **PUBLICITY**: Do not use the church name as the sponsoring organization in any advertising or promotional literature for your event, unless it is an "official" Unitarian Society of Santa Barbara event. Do not publish the church phone number as the number to call for further information about your event. No signage may be used on the building or grounds without the written permission of the church.
- 3) **RESTORATION OF PREMISES**: Leave premises and equipment in the same condition and in the same locations as when your event began. This also includes the emptying of all trash and recycling cans. The bins are outside behind the kitchen. Recycling materials must be emptied into the large bin by the gate. Trash bags should be deposited in the smaller brown bins. Please pour any unfinished liquids into sinks. Put food waste in provided container and dumped separately.

If the church has set up chairs and tables for your event, it is not necessary for you to put them away. If you have set up chairs and/or tables, or moved equipment or furniture yourself, you need to return it to its original location. Please make certain that all windows are closed and locked, even if they might have been open when you arrived.

Renters are to assume full responsibility for repairs and are financially responsible for any damages that occur during their use of USSB facilities. Decorations or other materials may be placed on walls and windows only when a written request is submitted to USSB and a written approval of your request is received by you from USSB. Even then, 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 a USSB staff member immediately, and/or take a photo and send it to the Facility Use Coordinator immediately.

- 4) **FACILITIES USED**: Use of premises is restricted to only those indoor and outdoor facilities and those times which are specified in the Rental Agreement. Use of the facilities must be terminated at the agreed upon time to accommodate the church staff person who is assigned to close and secure the building at the conclusion of the event and/or another event that could be taking place after yours. Late departures will result in forfeiture of part of all of the deposit.
- 5) **CHILDCARE FACILITIES**: If renters are using a portion of the facilities for childcare, no person under the age of 18 years may be solely providing that childcare.
- 6) **EQUIPMENT USED**: Renters may be granted permission in writing 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. Renter must also return all equipment used (tables, chairs, etc.) to where they were found. Additional rental fees may apply.

Only use equipment that is located within the room you’re renting. If you need more of anything, please contact the Facility Use Coordinator or another USSB staff member for approval.

- 7) **CARE OF FACILITIES**: 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 (glass “hurricanes” 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. No material may be thrown at weddings; however, bubbles can be blown in outside areas.

Please make certain that any and all decorations that were given written approval for you to put up or place are taken down and taken with you immediately after your event ends.

- 8) **USE OF KITCHEN**: Use of the kitchen may include all equipment and appliances in the kitchen. Renters and their approved Caterers are to bring their own consumables, including coffee, tea, sugar, cream, etc. Renters are to supply their own tablecloths and napkins and service ware.

All garbage and recyclable materials are to be removed from premises or disposed of in appropriate receptacles outside, behind the kitchen. Any food stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor. If

Renter or Caterer want to use any area outside of the kitchen for “kitchen purposes”, they must submit a detailed request in writing and receive approval from USSB prior to the date of the event.

- 9) **COOKING OUTDOORS**: Cooking outdoors is limited to licensed caterers only. If you would like to make arrangements for your caterer to cook or grill outdoors on our property, you must make this request to the Facility Use Coordinator as soon as possible, and must receive his or her written approval in order to do so. Often a walkthrough with your caterer will be required to go over the details as to what will and what will not be allowed.

If approved, a drip-pan or a non-flammable tarp or the like must be provided to protect the ground from grease spills and such. And, your caterer must have on hand a fully charged, non-expired fire extinguisher.

Any plans made as to the location of outdoor cooking can be changed on the day of the event, if necessary, by the USSB Sexton.

- 10) **SELF-SERVICE**: If your event will have 30 or fewer guests, you may request and likely receive permission to cook and/or prepare meals in our kitchen without the need to hire a caterer. The other requirement to use our kitchen without hiring a caterer is that you cannot sell food items or beverages, and you must be cooking and/or preparing food only for a private event, and not for an event that is open to the general public.

You will also need to provide USSB with a certificate of insurance on a \$1 million dollar liability policy for the day of your event, listing USSB as an Additionally Insured party.

If you use of our kitchen to cook, this will also require staffing your event with USSB’s Event Assistant at his or her current hourly rate.

If your event will have more than 30 guests, you either need to hire an approved caterer or you have to limit the food to prepared foods brought in (e.g. pizza, deli trays, etc.) or your event can be a pot luck, when your guests bring in the food. Again, no food or beverages may be sold, and your event has to be a private function, where guests are invited or have registered.

- 11) **ALCOHOLIC BEVERAGES**: Alcoholic beverages may be offered and consumed in moderation as long as they are served by a licensed caterer or bartender, and the Facilities Use Coordinator has been notified in advance, in writing, of your intentions to serve alcohol. Under no condition shall alcoholic drinks be sold on the premises. Beer, wine and mixed drinks are allowed, however “shots” are not allowed. Servers must follow all of the laws of the state of California, including the checking of identifications.

If serving alcohol at your event, Renter must provide USSB with a certificate of insurance on a \$1 million dollar liability policy for the day of your event, listing USSB as an Additionally Insured party.

Occasionally, the requirement to use a licensed caterer or bartender to serve alcohol can sometimes be waived, but this decision is made by the Facility Use Coordinator, in writing, after

you have submitted a written request. This exception is usually only made for smaller groups, serving beer and/or wine only, and for groups not going late into the evening and/or not having dancing as a part of their event.

- 12) **SMOKING POLICY**: Smoking is not allowed anywhere on the property, nor on the sidewalks out front. **Santa Barbara is now a smoke-free city.** There will be a \$50 charge per cigarette butt that is found on our property after your event.

- 13) **SOUND & NOISE LIMITATIONS**: Sound and noise must be kept within acceptable limits at all times so as not to disturb neighbors and/or other room users. Be prepared for a USSB staff member to ask you to lower the volume, or potentially turn off all amplification if Renter or Renter's Vendor is not cooperative with this rule. No amplification is allowed after 10 p.m. Sound levels will be monitored with sound decibel meter. You should advise the Facility Use Coordinator of your plans for music, and get his or her approval prior to your event.

In regards to outdoor amplification, acoustic musicians with small amplifiers are allowed, but are subject to the same volume restrictions as above. If you are providing music via an MP3 player or similar device, anywhere outdoors, this is allowed but is also subject to the same volume restrictions.

If you want to have amplified music in Parish Courtyard, you have 3 choices; either hire a DJ who will be subject to our decibel monitoring, or you can use an MP3 player plugged into our sound system so we can monitor the volume, or you can musicians provide their own small amps, but they must comply with all requests to lower their volume by our Event Assistant.

Even when no amplification is being used, we ask that you make every attempt to keep your noise in your room. If you are unable to do that, and another room user asks you to lower the noise level, it is expected that you will cooperate with your neighbors.

Lastly, since we are located in a residential community we ask that you and your vendors be considerate of our neighbors by being quiet and polite as you come and especially as you leave our facility in the evening hours.

- 14) **EMERGENCIES**: In the event of emergencies, first call 911 and then contact the USSB staff person you have been working with, or any USSB staff member that may be on campus. There are also fire extinguishers located throughout the campus.

- 15) **CATERERS**: Proof of insurance and a ServSafe Certification are required prior to the event you will be working. If you have never worked an event at USSB, please contact the Facility Use Coordinator to arrange a walkthrough at least 2 weeks prior to the first day you will be working at USSB.

- 16) **AUDIO SYSTEMS USAGE**: Our audio systems, in the Sanctuary, Parish Hall, Blake Lounge and Jefferson Hall can be used only with MP3 players and laptop computers. Microphones are available for use, by prior arrangement, in the Sanctuary and Parish Hall. Some solo musicians (guitarists, keyboardists, etc.) can plug into our sound system in the Sanctuary and Parish Hall, again only by prior arrangement. Bands and DJs cannot plug into our sound equipment.

The Responsibilities of Being a Key Holder at the Unitarian Society of Santa Barbara

- 1) Each person in possession of a key to the church who opens a door (or doors) is responsible for closing the doors, locking them, being sure that the heat and lights are turned off, and checking on potential fire hazards. Never prop open any door unless it is the door to the room you are in. If you leave the room, close and lock all doors to that room. If you are not willing to accept that responsibility, please return your key to the office.
- 2) Before leaving, check ALL doors to be sure each is closed tightly and locked (someone may have gone out a different way, or opened a door for ventilation). Do not rely on automatic closers.
- 3) Turn off all LIGHTS not otherwise marked.
- 4) If you used the coffee pot, or anything ELECTRICAL, be sure it is turned off or unplugged and locked up if possible.
- 5) Candles are only allowed after discussing your planned usage of candles with our Facility Use Coordinator. Generally speaking, all candles must be in a glass "hurricane" and must be on an elevated surface. But again, your specific usage of candles must be approved ahead of time. Of course be sure all candles are completely extinguished before you leave any room and/or space.
- 6) Renters are not allowed to use our pots, pans, glasses, cups, dishes, coffee maker, utensils, and other such items.
- 7) Do not lend the key to anyone. If someone is requesting a key from you, please refer him or her to the church office.
- 8) Spills or other accidents that cause damage could be grounds for forfeiting your rental deposit. It is important that you deal with any potential property damage immediately. Always contact a USSB staff member immediately. If possible and practical, also take any action yourself as soon as the damage happens, as immediate attention is likely to limit the extent of the damage. Your consideration is greatly appreciated by the congregation. We highly recommend you take a photo of any spill or damage and send it to the Facility Use Coordinator as soon as possible.

Additional Mandatory Room Use Guidelines for Specific Rooms

In all circumstances, the above Rental Policies and Room Use Guidelines apply in full to ALL rooms on USSB property. However, below are some specific rules that need to be followed when you are using any of the following rooms. Please make certain that you are aware of these specific rules as well as all of the general rules listed above.

PARISH HALL & PARISH COURTYARD

- Sweep or mop, if necessary (both the hall and the courtyard if used). The mop and broom are in the labeled cabinet in the kitchen near Parish Hall.

- Parish Hall has 3 doors facing Santa Barbara Street (and the garden courtyard). Be sure to push on them all to verify they are locked (the latches on the inside of the two side doors may have to be reengaged).
- Ask a USSB attendant to open the windows near the ceiling. The poles are in a locked cabinet to the left under the stage.
- The three doors that go between Parish Hall and Parish Courtyard may be left open as long as you are occupying one of those two spaces.
- Please do not go through either of the 2 doorways that are located on either side of the stage, without prior written permission. These are for USSB staff use only.
- No one may enter or reach into the fountain.
- Children may not climb on any of the walls.
- Please keep the exterior kitchen door closed and locked at all times.
- Please keep the exterior door facing Arrellaga street closed and locked at all times.
- Do not use the sanctuary doors for entrance or exit unless you have been specific written permission in your room use agreement.
- Do not put iceboxes directly on the floor. Please put them on a heavy plastic sheet or on a table or outside in the Courtyard.
- Please keep the bathroom as neat and clean as possible during your use, and report to a USSB staff member if you are running low on toilet paper or paper towels or soap.
- If you wish to use any of our audio or visual equipment, this can only occur by pre-arranging this with us. This equipment can only be operated by USSB personnel.

PARISH KITCHEN

- Please Check-in when you arrive, and also Check-out before your leave with the USSB staff member on site working the event.
- If only the kitchen has been rented (not Parish Hall), you must enter and exit through the exterior kitchen door, not Parish Hall doors.
- The kitchen needs to be returned to the clean and orderly state you found it to be in prior to the beginning of the event. If it was not clean and orderly when you moved in, please notify a USSB staff member immediately.
- You may use all of our appliances, counter space and sinks. However, please do not use any of our utensils, dishes, glassware, etc.
- Return dish drain to where it was found.
- Clean the kitchen counters and all surfaces.

- Clean all tables so they will be ready to be returned to their storage position.
- Pour liquids into sinks, not the trash.
- Sweep or mop the floor. The mop and broom are in the labeled cabinet in the kitchen.
- No food may be left overnight in the refrigerator or anywhere in the kitchen.
- If you are bringing your own grill or BBQ, you must bring along a non-expired fire extinguisher and must ask the USSB staff member assigned to your event where to locate it.
- If you aren't completely certain how to operate any one of our appliances or other pieces of equipment, please ask the onsite USSB staff member for assistance.

THE SANCTUARY

- Check all pews for trash and dispose of properly.
- Close and latch the double exterior doors facing Santa Barbara Street.
- Make sure the exterior doors from the Narthax are closed.
- There is no food or drink (not even water?) allowed in the Sanctuary or in the Narthex (entry way) at any time.
- Pews may not be moved without prior written permission by the Facility Use Coordinator. If the pews are approved for moving, there will be a \$30 fee, per pew, to move them. They will be moved by USSB staff.

LOWER CAMPUS AND BLAKE BUILDING

- The key code to unlock the front door to the Blake Building where the bathrooms is located is currently 213, although this code changes frequently. Please make sure you get this code from a USSB staff member, and only share it with people that are participating in your event. Also, please monitor your guests' usage of the bathroom, and periodically check to make certain that this door is never propped open.
- Please keep the bathroom as neat and clean as possible during your use, and report to a USSB staff member any abnormal conditions or if you are running low on toilet paper or paper towels or soap.
- Please keep the interior door from the bathroom area to the Blake Hallway locked at all times. This is a fire department requirement.
- We recommend that an adult accompany children to the restrooms, especially after dark.
- Please keep all exterior doors to the Blake Building locked at all times.
- Please do not remove any furniture from inside the rooms. Please do not move any furniture from other rooms, or outside of any rooms.

BLAKE LOUNGE & BLAKE MEETING ROOM

Please make certain that the upstairs bathroom and kitchen located in the Blake Building are kept clean and orderly as described in many of the similar rules in this document. In general, the floors, counters and sinks should be clean and clutter free, and all trash and recyclable materials properly disposed of.

- If you wish to use any of our audio or visual equipment, this can only occur by pre-arranging this with us. This equipment can only be operated by USSB personnel, or you can operate it yourself, only if you have been given a demonstration by USSB personnel ahead of time.

JEFFERSON HALL

- Feel free to open the blinds and drapes during your event, but please close them when you leave.
- Do not put iceboxes directly on the floor. Please put them on a heavy plastic sheet or on a table or outside in the Courtyard
- A mop and a broom are located in the closet near the La Paz Lounge, on the alley side of the Jefferson Building.
- If you wish to use any of our audio or visual equipment, this can only occur by pre-arranging this with us. This equipment can only be operated by USSB personnel, or you can operate it yourself, only if you have been given a demonstration by USSB personnel ahead of time.

LA PAZ LOUNGE

- If you wish to use any of our audio or visual equipment, this can only occur by pre-arranging this with us. This equipment can only be operated by USSB personnel, or you can operate it yourself, only if you have been given a demonstration by USSB personnel ahead of time.