

**Unity of Melbourne
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BUILDING USE POLICY

Part A: General Statement

Unity of Melbourne's facilities are available for a variety of activities including: concerts, civic and political activities, musicals, lectures, religious meetings as long as the events are not in conflict with Unity of Melbourne's mission and do not interfere with regularly scheduled Church activities or groups. Our Sanctuary includes a sound system.

In keeping with the principles of our faith, Unity of Melbourne's facilities are not available to groups that restrict their membership, program or activities, as for example, by race, sex, etc., unless that group can show that restrictions are directly related to the purposes of the organization; and that these purposes do not include the exploitation of any persons or groups. The Church facilities are not available to any outside group for commercial purposes; for example, activities by outside groups for fund raising, partisan political activity or any activity that violates the 501c-3 church status.

Part B: Permission for Building Use

An Application for Use of Facility form must be submitted to the church office. It will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.

Groups and organizations of the church have full use of the building at no charge, subject to available space, as determined by the master calendar in the office.

Individual members in good standing of Unity of Melbourne may request the use of the church building for meetings, classes or events, subject to guidelines.

Non-profit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. The usage may not conflict with purpose or policies of the congregation. The staff may approve or decline any such request.

Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of Unity of Melbourne, and the usage will not conflict with the purpose or policies of the congregation. The staff may approve or decline any such request.

All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Minister and/or the Board of Trustees.

Part C: Guidelines for Building Use.

A Facility Use Form is to be completed by a representative of the organization after the function has been approved and added to the Master Calendar. The completed form will include a drawing of the desired set-up of the needed space.

Requests for set-ups of tables and chairs, the use of audio-visual equipment, etc. must be stated completely on the Facility Use Form and reviewed with the church administrator and may incur an additional cost.

Set-up and takedown of furniture and equipment will only be done with staff supervision. Building users are not to move furniture or equipment without express written permission.

The church is usually available between Tue-Thurs, 10:00am - 3:00pm and Sunday 9:00am - 12:00pm. Any group using the facility must arrange for access to the building outside these times. The facility must be left ready for its next scheduled use. If help is needed for set-up, take-down or clean-up, an extra fee will be applied.

Church-owned musical instruments may be used only with the specific permission of the Music Director or Minister.

Groups that wish to have a piano tuned before an event may make the request to the church office. Only the church's piano tuner will be allowed, and the group will pay the expense. Tuning will be done as close to the event as possible, but will be done on a schedule convenient to the church and its tuner.

When minors will be present in the church facility, the group must provide the church with a written plan on how they will be supervised. All supervision must be consistent with the Unity of Melbourne Church Policy. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

Groups using the facilities may use the kitchen facilities to make coffee. Cooking or food preparation is not allowed. Groups renting the fellowship hall may serve food that has been brought in by a caterer. All groups must provide their own supplies and equipment such as cups, silver, serving bowls, etc.

Each group or organization must designate a representative who will consult with the church staff in advance of the event and be responsible for:

Custody of a password for the outside door and the alarm system, if needed, and unlocking and relocking all doors and windows.

Regulating thermostats for heating and cooling, according to instructions

Accounting for damages to the facility.

Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

Part D: Fees

A deposit of \$50 is required for the use of the building, which will be refunded within 2 weeks after the event and after all other required fees have been paid.

If custodian services are required the fee is \$25 per hour, with a two hour minimum.

If sound or video services are required the fee is \$50 per hour, with a two hour minimum.

Room Usage Fees:

Classroom or Library

\$25 - for the first hour for one-time usage (includes 30 minute setup & cleanup) and \$10 for each additional hour

Hospitality Area

\$50 - for the first hour for one-time usage (includes 30 minute setup & cleanup) and \$25 for each additional hour

Kitchen

\$75 - for the first hour for one-time usage (includes 30 minute setup & cleanup) and \$25 for each additional hour

Kitchen and Hospitality Area

\$100 - for the first hour for one-time usage (includes 30 minute setup & cleanup) and \$50 for each additional hour

Sanctuary

\$100 - for the first hour for one-time usage (includes 30 minute setup & cleanup) and \$50 for each additional hour

Groups are responsible for damage done to any church equipment or furnishings. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by the church.

The staff may waive or modify the above listed fees at their discretion.