



BUILDING USE POLICY AND PROCEDURES

First Unitarian Universalist Fellowship of Hunterdon County

I. POLICY

We of the First Unitarian Universalist Fellowship of Hunterdon County (hereafter referred to as the Fellowship) welcome all people, without regard to race, gender, age, disability, sexual orientation, gender identity or national origin, to participate fully in our activities, and to apply to use our buildings for Fellowship or non-Fellowship events. Because we are a religious organization of people who embrace shared principles (namely, the Seven Principles of the Unitarian Universalist Association,) and who hold to a declared mission and vision, we offer the use of our buildings only for events that do not violate those principles and that mission and vision.

Additionally, in deciding whether to approve a building use application, we consider the safety of an event and its environmental impact. The Executive Board of the Fellowship reserves the right to deny any building use request. In this way we seek to maintain our integrity, our identity, and the trust of our members and friends and the wider community. We also give ourselves the joy of seeing our facilities used for purposes that further our vision of a diverse, loving, just and sustainable world.

II. WHAT WE OFFER

II. A. THE OLD STONE CHURCH

The Old Stone Church is a historic Hunterdon County landmark at the corner of Route 519 and Oak Summit Road in Kingwood Township. Built in 1837 as a Presbyterian church, it is noted for its tall Gothic-arched windows which flood the simple one-room space with light. The 1500-square-foot space has pews that seat 130, and another 24 can be accommodated in folding chairs stored in the back.

A dais in the front holds a pulpit, and is flanked by two entrance doors. Pews are divided by two aisles into a center and two side sections. There is a baby grand piano in the front, a pump organ in the back which is used



only by permission, and a sound system. There is no air conditioning, but the building is cooled by ceiling fans, and other electric fans may be brought in. The Old Stone Church has no restroom, but a restroom is available in Dodd Hall, only a few steps down a walkway from the church. For this reason, we rent the church with access to the Dodd Hall restroom.

II. B. DODD HALL

Dodd Hall, built in 1994, is our fellowship and education building. Like the Old Stone Church, it also has large windows and plenty of natural light. Its large room, about 650 square feet, can be used as a whole, or accordion room dividers can be pulled out to make four smaller areas. A nursery room can be used as a separate meeting space. Dodd Hall's official capacity is 80, but we advise that 65 is a more comfortable maximum.

Also in Dodd Hall are a kitchenette, a restroom, and our Fellowship office, which is for staff use only. The kitchenette features a sink, refrigerator, microwave oven, coffee makers, and a pass-through window into the main room. Dodd Hall has 3 folding tables, 2 card tables and approximately 24 chairs which users of the building are welcome to configure as needed. If additional chairs or tables are needed, they may be brought in from other sources. Like the Old Stone Church, Dodd Hall is not air conditioned, but electric fans may be brought in.

With regard to supplies in Dodd Hall, our restroom is stocked with toilet paper, hand soap and paper towels. The kitchenette is stocked with dish soap and paper towels. Supplies for making and serving coffee and tea are on hand, and may be used at no charge for any group of up to 20 people, and for all Fellowship events. For other groups there is a modest charge. All other refreshments and supplies must be provided by the organizer of the event(s.) Fellowship members* and friends** may use our china and flatware for groups of 20 or fewer. For larger events and events organized by non-members, disposable dishes and utensils must be brought in.

II. C. THE GROUNDS

The two buildings are surrounded by a lawn, with shrubs and flower beds



often offering seasonal color. A children's play yard, surrounded by a low fence, flanks the church. The property backs up to a section of woods, with farm fields beyond, and our near neighbor is the historic Oak Summit School (built in 1849, now a one-room schoolhouse museum) with its outbuildings. People wishing to use the grounds for an event should talk to the Fellowship Administrator to learn where the property lines are and what is permitted.

II. D. PARKING

The Fellowship has a free parking lot (part gravel, part grass) which can accommodate about 36 cars. It is entered from Oak Summit Road, just beyond the schoolhouse museum. Two spaces for the disabled are available by the entrance to the Old Stone Church. Kingwood Township discourages roadside parking on Route 519 and on Oak Summit Road.

II. E. HUMAN SUPPORT

Anyone who has properly scheduled the use of the building(s) will be given access by a staff member or an authorized Fellowship member* or friend** at the agreed-upon time. Any fee balance is due at that time. For any first-time user, the Fellowship representative will give a short orientation to the building(s), including lights, water use, heat, sound system, instructions for closing up, etc., as applicable.

II. F. HELP WITH YOUR ENVIRONMENTAL QUESTIONS

We of the Fellowship are committed to responsible environmental stewardship. This affects our decisions, both large and small. For example, we limit our use of disposable goods, and when we need to use disposables, we choose recyclable or compostable kinds. We have a compost pile behind Dodd Hall for our coffee grounds and kitchen scraps. We conserve water both in our dishwashing and our bathroom use, and many of our members use the Oak Summit School's two historic outhouses; it's a pioneer adventure! We will be happy to answer questions about how building users can join in some of these practices.



III. IMPLEMENTATION OF OUR POLICY

III. A. PROCEDURES

III. A. 1. BUILDING USE BY MEMBERS AND FRIENDS FOR FELLOWSHIP EVENTS

A member* or friend** of the Fellowship may request the use of the Old Stone Church and/or Dodd Hall for a Fellowship event (e.g. potluck, fundraising event, training session, etc.) or a series of regularly scheduled Fellowship events (e.g. discussion group, covenant group, committee meeting, etc.) by contacting the Fellowship Administrator by phone, email or in writing. The request should include the name of the person who will be in charge of the event(s) and that person's contact information.

The request should also include the nature of the event(s), the date(s), the beginning and ending times, any additional setup or cleanup time needed, and which building(s) or part(s) of a building are needed. An estimate of the number of people expected is helpful. If the Old Stone Church is requested, access to the restroom in Dodd Hall is automatically included. If the Dodd Hall nursery is needed for child care, that should be requested. Please note that multiple groups can be accommodated in Dodd Hall by using the nursery as a separate meeting space and/or by pulling the accordion room dividers.

The Administrator will check for availability and reply. If the request is approved, the Administrator will enter the event(s) on the Fellowship calendar posted on the FUUFHC website, on the calendar in the appropriate newsletter(s), and on the bulletin board calendar in Dodd Hall. Any other publicity for the event(s) will be the responsibility of the event planner.

There is no charge for this type of building use. However, users must follow the Rules for Use listed below (III. E.) and must comply with the Safe Congregations Policy, the Policy on Creating a Sacred Space and Time, and any other Fellowship policy, all of which are available on the FUUFHC website.



III. A. 2. BUILDING USE FOR NON-FELLOWSHIP EVENTS

Fellowship members*, friends**, and non-members may all request the use of the Old Stone Church and/or Dodd Hall for non-Fellowship events or series of regularly-scheduled events. In this case, a Building Use Application must be filled out and submitted to the Administrator. The Building Use Application can be submitted online, or a hard copy can be obtained from the Administrator and mailed to:

Administrator
First Unitarian Universalist Fellowship of Hunterdon County
P.O. Box 122
Baptistown, NJ 08803

or given to the Administrator in person.

The Building Use Application asks for a description of the nature of the event(s) and the individual or group planning the event(s). The Administrator uses this information to determine whether the event(s) are consistent with the Fellowship's mission and vision and the UUA's Seven Principles, and whether the event(s) do not present safety concerns or the likelihood of a negative environmental impact. If there is a question as to whether the building use request meets these criteria, the matter is referred to the Executive Board. The Executive Board reserves the right to deny any request.

The Building Use Application asks for the date(s), the beginning and ending times, additional time needed for setup and cleanup, an estimate of the number of people expected to attend, and which facilities are needed. The Administrator will check for availability. Scheduling is done on a first-come, first-served basis. If two requests come in at the same time, Fellowship programming takes priority over Non-Fellowship events, and the Administrator reserves the right to deny a building use request in order to keep the building(s) available for Fellowship use. Non-Fellowship events will not be scheduled before 2 p.m. on Sundays, and set-up for such events may not begin before 1:30 p.m. on Sundays.



The building user is responsible for setting up for the event and cleaning up after it. Reserved time must include time for setup and cleanup. If other activities (e.g. photographs) are to precede or follow the event, time must also be reserved for them. The Administrator can help applicants estimate the amount of time they will need to request.

Fees are detailed in section III. B of this policy, and are also summarized on the Building Use Application. Note that there are special fee accommodations for members* and friends** of the fellowship, other religious organizations, and registered non-profit organizations. For all applicants, the fee is due on the day of the event, prior to the event, with the exception that the Administrator reserves the right to require an advance deposit of up to 50% of the total, due along with the cleaning deposit.

If the building use request is approved, the Administrator will sign the Building Use Application and send a copy to the applicant. The applicant will then send the required cleaning deposit (see III. C) to the address above, along with the other advance deposit if required. The reservation is confirmed upon receipt of the cleaning deposit and any other required deposit. If proof of insurance is required (see III. E. RULES FOR USE,) that should also be sent along with the deposit(s). Non-profit organizations wishing to negotiate reduced fees should also send a letter from the IRS confirming their 501 3(c) status.

When the reservation is confirmed, the Administrator will enter the event(s) on the Fellowship calendar posted on the FUUFHC website and on the bulletin board calendar in Dodd Hall. Any other publicity for the event(s) will be the responsibility of the event planner.

Any person or organization using our facilities must follow the Rules for Use listed below. (III. E.)

III. B. FEES

Fees are subject to review and may be changed at the discretion of the Executive Board. Accepted methods of payment are cash, check or money order. Please make checks payable to FUUFHC.



III. B. 1. FEES FOR FELLOWSHIP EVENTS

There is no fee charged for building use by members* and friends** for Fellowship events. These are events organized by and held for the Fellowship or one or more of its subgroups (e.g. a committee, a covenant group, the Executive Board, etc.) These do not include weddings, private parties given by Fellowship members and friends, nor commercial uses of the building(s) by Fellowship members and friends.

III. B. 2. FEES FOR WEDDINGS AND UNIONS

Non-member of the Fellowship: Old Stone Church with access to restroom in Dodd Hall: \$250 for the first three hours, \$50 per hour for additional time. Old Stone Church, Dodd Hall and grounds: \$350 for the first three hours, \$70 per hour for additional time. (Does not include any minister's or musician's fees.)

Member* or friend** of the Fellowship: donation requested.

III. B. 3. FEES FOR OTHER RELIGIOUS OCCASIONS (e.g. memorial services, child dedications, bar or bat mitzvahs)

Non-member of the Fellowship: Old Stone Church with access to restroom in Dodd Hall: \$150 for the first three hours, \$30 per hour for additional time. Old Stone Church, Dodd Hall and grounds: \$250 for the first three hours, \$50 per hour for additional time. (Does not include any minister's or musician's fees.)

Member* or friend** of the Fellowship: donation requested.

III. B. 4. FEES FOR PRIVATE PARTIES (e.g. anniversary parties, graduation parties)

Non-member of the Fellowship: Dodd Hall and grounds: \$200 for the first three hours, \$40 per hour for additional time. The Old Stone Church is not rented for parties.

Member* or friend** of the Fellowship: 50% discount. 6



III. B. 5. FEES FOR NON-COMMERCIAL COMMUNITY EVENTS, REGULAR SERIES (e.g. 12-Step programs, book clubs)

Dodd Hall: \$.50 per person per hour. Old Stone Church with access to restroom in Dodd Hall: \$.50 per person per hour. Old Stone Church, Dodd Hall and grounds: \$1 per person per hour.

Reduced fees are negotiated for religious organizations and for registered non-profit organizations. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board.

III. B. 6. FEES FOR NON-COMMERCIAL COMMUNITY EVENTS, ONE-TIME (e.g. art exhibit, concert, lecture, outdoor fair) Dodd Hall: \$150 for the first three hours, \$30 per hour for additional time. Old Stone Church with access to restroom in Dodd Hall: \$150 for the first three hours, \$30 per hour for additional time.

Old Stone Church, Dodd Hall and grounds: \$250 for the first three hours, \$50 per hour for additional time.

Reduced fees are negotiated for religious organizations and for registered non-profit organizations.

III. B. 7. FEES FOR COMMERCIAL EVENTS, REGULAR SERIES (e.g. yoga classes, SAT prep classes)

Dodd Hall: \$1 per person per hour. Old Stone Church with access to restroom in Dodd Hall: \$1 per person per hour. Old Stone Church, Dodd Hall and grounds: \$2 per person per hour.

Member* or friend** of the Fellowship: 50% discount. If a regular series runs for more than a year, arrangements are subject to annual review by the Executive Board.

III. B. 8. FEES FOR COMMERCIAL EVENTS, ONE-TIME (e.g. sales parties, for-profit lectures, use of the church as a film set)

Dodd Hall: \$250 for the first three hours, \$50 per hour for additional time. Old Stone Church with access to restroom in Dodd Hall: \$250 for the



first three hours, \$50 per hour for additional time. Old Stone Church, Dodd Hall and grounds: \$350 for the first three hours, \$70 per hour for additional time.

Member* or friend** of the Fellowship: 50% discount. III. B. 9. FEES FOR COFFEE

For an event attended by 20 people or fewer, and for all Fellowship events, we provide everything needed for coffee and tea service free of charge. Building users are responsible for setting up and making the coffee, as well as cleaning up after the event.

For non-Fellowship events, fees for coffee are: \$15 for events with 21-50 people; \$30 for events with 50-100 people. We are not equipped to provide a coffee setup for over 100 people; the event planner should bring in supplies and equipment.

III. C. CLEANING DEPOSITS

For all non-Fellowship events, there is a required cleaning deposit: \$50 for Dodd Hall, \$50 for the Old Stone Church with access to the Dodd Hall restroom, and \$100 for the Old Stone Church, Dodd Hall and grounds. Accepted methods of payment are cash, check or money order. Checks should be made payable to FUUFHC. The cleaning deposit should be sent to:

Administrator First Unitarian Universalist Fellowship of Hunterdon County
P.O. Box 122 Baptistown, NJ 08803

The building use reservation is confirmed upon receipt of the cleaning deposit, along with any other deposit required by the Administrator. After the event or series of events has ended, the cleaning deposit will be refunded if the Administrator determines that the building(s) have been returned to the condition in which the user found them. If the building user does not leave the building(s) in acceptable condition, the Fellowship will pay for cleaning and deduct that cost from the refund.

III. D. DIRECTIONS



Directions to the Old Stone Church are available on our website. If using your own navigation service, enter the following address: 1 Oak Summit Road, Frenchtown, NJ 08825.

III. E. RULES FOR USE

III. E. 1. PAYMENT: Payment in full is expected no later than the day of the event, prior to the event. The cleaning deposit will not be considered part of the payment.

III. E. 2. LIABILITY INSURANCE: All non-Fellowship organizations and individuals contracting for building use are required to provide proof of sufficient insurance coverage as a condition of using the building. This requirement may be waived for non-profit organizations whose income is derived primarily from member donations. Professional caterers hired for events must have liability insurance. The Fellowship retains the right to be named as an additional insured in an endorsement to a commercial user's liability insurance policy.

III. E. 3. FIRE SAFETY: Our recommended capacity is 130 for the Old Stone Church and 65 (maximum 80) for Dodd Hall. Use of the church balcony is prohibited by the Kingwood Township Fire Marshal. Candles may be lit in the Old Stone Church and in Dodd Hall but should never be left unattended. In the Old Stone Church, a fire extinguisher is in the closet behind the name tag rack. In Dodd Hall, the fire extinguisher is on the window frame in the kitchenette.

III. E. 4. SMOKING: To protect and enhance the health of our fellowship, there will be no smoking or use of tobacco products permitted within 25 feet of any FUUFHC buildings or events (such as picnics), effective May 2016. This pertains to the use of any form of tobacco or smoking products, including electronic cigarettes, and includes all gatherings in or on FUUFHC property.

III. E. 5. NUT-FREE: Dodd Hall is a nut-free facility. Foods containing nuts of any kind (peanuts and tree nuts) are not permitted.

III. E. 6. FIRST AID AND 911: In the Old Stone Church, the first aid kit is in



the closet behind the name tag rack. In Dodd Hall, the first aid kit is in the restroom. For emergencies, there is a telephone in the nursery (908-996-3964.) Give 911 this address: 1 Oak Summit Road, Frenchtown, NJ 08825.

III. E. 7. PARKING: Parking for the disabled is available adjacent to the Old Stone Church. All others may park in the gravel and grass lot off Oak Summit Road, entered just past the schoolhouse museum. This lot may be used solely for vehicle parking due to lease restrictions. Kingwood Township discourages roadside parking on Route 519 and Oak Summit Road.

III. E. 8. FOOD SERVICE: Cooking is not permitted in the Old Stone Church or in Dodd Hall, by order of the Kingwood Township Fire Marshal. Items may be warmed in a microwave in Dodd Hall. Food and beverages may be served in Dodd Hall and on the Fellowship grounds, but not in the Old Stone Church.

III. E. 9. WATER USE: All water used in Dodd Hall goes into a holding tank of limited capacity. To minimize the likelihood of a plumbing backup, we urge you to use water conservatively.

III. E. 10. ALCOHOL: At non-Fellowship events, a building user wishing to serve alcoholic beverages must (a) have approval from the Fellowship Administrator, (b) purchase short-term liability insurance to cover the event, (c) set up a bar with a person of legal age serving drinks, (d) stop drink service one hour before the event's conclusion, (e) make sure that minors are not served, and (f) remove all alcohol from the building following the event. All service of alcoholic beverages shall be in accordance with the laws of the State of New Jersey. If any admission charge, entrance fee, or donation is charged for an event, there shall be no alcoholic beverages served unless a permit is obtained from the Township of Kingwood and approved by the state ABC. The building user is liable for any claims resulting from the use or serving of alcohol.

With regard to Fellowship events, alcohol may be served in accordance with the laws of the State of New Jersey, making sure that minors are not served. If there is fundraising at the event or if the event is open to the



general public, a permit to serve alcohol must be obtained from the Township of Kingwood. Alcohol is not permitted at Fellowship business gatherings (e.g. Executive Board meetings), and should not be left in the building after an event.

III. E. 11. SUPPLIES: For non-Fellowship events, users of the buildings should bring in any supplies they need, including paper and pens, art supplies, disposable dishes and utensils, etc. (See II. B. DODD HALL for supplies we do provide.) Use of the copy machine and the Fellowship's copy paper is prohibited.

III. E. 12. SETUP IN THE CHURCH: In the Old Stone Church, the pulpit and other furniture on the dais may be carefully moved off the dais or rearranged. Other items may be placed in the church (e.g. musical instruments, audio-visual equipment, decorations) if they do not present a risk of damage to the Old Stone Church. Entry into the balcony (e.g. to hang decorations) is by special request only. If additional chairs are needed, 24 are stored in the back of the church. After the event, all items must be returned to their original positions. Building users planning to use the sound system will receive a required orientation to it when they are given access to the building.

III. E. 13. PIANOS AND PUMP ORGAN: The piano in the Old Stone Church and the piano in Dodd Hall may be used. Other than sheet music, no items should be placed on the pianos. The pump organ may be used only if this has been requested in the Building Use Application and approved by the Administrator.

III. E. 14. SETUP IN DODD HALL: Accordion room dividers, tables and chairs may be arranged as needed. No other furniture may be rearranged. No cellophane tape or staples may be used to adhere items to the walls. After the event, all items must be returned to their original positions.

III. E. 15. NURSERY: The nursery can be used for child care or for meeting space. If used for child care, the building user is responsible for arranging child supervision in accordance with the Fellowship's Safe Congregation Policy. After the event, all items must be returned to their original positions.



III. E. 16. SUPERVISION OF MINORS: Parents or guardians must supervise children brought into the building(s) unless child care is provided by the event organizer. All activities involving minors must be properly chaperoned in accordance with the Fellowship's Safe Congregation Policy.

III. E. 17. REMOVAL OF ITEMS FROM THE BUILDING(S): No Fellowship property (e.g. chairs, tables, easels, coffee makers, etc.) may be borrowed, rented or taken from the premises by members, friends or non-members unless the items are to be used for a Fellowship event at a different location. Only members* and friends** may borrow books from the Fellowship library.

III. E. 18. DELIVERIES: If items are to be delivered to the Old Stone Church or Dodd Hall before an event (e.g. tables and chairs, tents, flowers, food,) the event planner must include this time on the Building Use Application so that the Administrator can give access to the building if necessary. The event planner is responsible for having someone present to receive and sign for the items, as well as to supervise the items' being taken away after the event.

III. E. 19. CLEANUP: Building users should clean up after the event and return all items to their original places. Trash should go in the trash receptacles and recyclables in the marked recyclable container. The cleaning deposit will be returned if the Administrator or a designated representative determines that the building(s) were returned to the condition in which the user found them. If additional cleaning must be done at the Fellowship's expense, the amount spent, which may be all or part of the cleaning deposit, will not be returned.

III. E. 20. PROPERTY DAMAGE: Building users are responsible for any damage to Fellowship property that occurs during their contracted hours of use.

III. E. 21. LOST AND FOUND: The Fellowship is not responsible for items left behind in the building(s) or on the grounds. Contact the Administrator about lost items. Items will not be held for more than a month.

*Member: A member of the Fellowship is an eligible person who has



signed the Fellowship membership book in the presence of a member of the Executive Board. See the Bylaws of the First Unitarian Fellowship of Hunterdon County.

****Friend:** A friend of the Fellowship is a person who regularly attends scheduled services, makes a continuing service contribution, and is not enrolled as a member. See the Bylaws of the First Unitarian Fellowship of Hunterdon County.