

# *Live Oak Unitarian Universalist Church*

## Building Use Handbook

### **MISSION STATEMENT**

Embrace Joy

Enrich Connections

Encourage Growth

Empower Dreams



*By using our facilities, you are agreeing to be bound by all policies contained in this booklet. We hope our facilities meet your needs and, as always, we always welcome you to join us for Sunday worship.*

Revised July, 2017

## **Contact Numbers**

Welcome to Live Oak Unitarian Church! As a building user - we want you to be familiar with our building use policies. Please take the time to review the information contained in this booklet.

Our church address is:

**3315 El Salido Parkway  
Cedar Park, Texas 78613  
(512) 219-9008**

As a user of the Live Oak facility, your primary contact person for any questions regarding use/rental of the building is the Church Administrator. The Church Administrator is responsible for the day-to-day activities relating to building usage.

You can contact the Church Administrator at:

**Diane Stepakof-Fay      (512) 219-9008 or [administrator@liveoakuu.org](mailto:administrator@liveoakuu.org)**

<b>Office Hours:</b>	<b>Monday:</b>	<b>8:30am – 2:00pm</b>
	<b>Tuesday:</b>	<b>8:30am – 2:00pm</b>
	<b>Wednesday:</b>	<b>8:30am – 2:00pm</b>
	<b>Thursday:</b>	<b>8:30am – 4:00pm</b>

Overall responsibility for building use policy has been delegated to the Live Oak Facilities Team. The current chairman of the Team is:

**Tim Buckley . . . . . (512) 535-8407**

For building emergencies please call one of the emergency contact phone numbers located on the bulletin board outside the entry by the office.

# **Live Oak UU Church Building Usage Policy**

## **1. Introduction**

Live Oak Unitarian Universalist Church (LOUUC) members and friends come together as a congregation at 3315 El Salido Parkway, Cedar Park, TX. Although the building exists for worship and other church functions, it is not used continuously. During idle periods, building space may be made available to groups that further the collective ideals and principles of the church.

As owner, LOUUC is responsible for the building's day-to-day operation. This entails administrative and operating expenses associated with building usage. When the building is used for non-LOUUC functions, a fee must be paid to cover the underlying usage costs. The suggested fees are given in the [Building Usage Fee Schedule](#) herein. In addition to the fee in that chart, a fee for sexton or custodial services may apply if such services are provided by LOUUC.

## **2. Policy and Administration**

- 2.1. This policy is maintained by the Live Oak Facilities Team under the direction of the Executive Team.
- 2.2. This policy is administered by the LOUUC Church Administrator. The Administrator will refer any policy issues to the Live Oak Facilities Team.

## **3. Live Oak Activities**

There is no charge for LOUUC functions and related activities. These are defined as follows:

- LOUUC meetings required to carry out the mission of LOUUC (e.g., team & committee meetings).
- LOUUC functions that promote LOUUC's mission (e.g. Social Justice Team, Chalice Circles etc.).
- District related functions (members of LOUUC and other UU congregations gathering to carry on purposes and principles of the UUA). A sexton or custodial fee may apply.
- Functions co-sponsored by LOUUC and an outside organization. A custodial or sexton fee may apply.

## **4. Fees**

- 4.1. For non-LOUUC functions, there is a three-tiered rate structure:
  - 4.1.1. LOUUC members' or pledging non-members' life passage ceremonies (wedding ceremony, child dedication, memorial service.) Must be a member for one year prior to event.
  - 4.1.2. General Rentals (including non-member weddings and private events for outside users). Custodial or sexton fee should be part of the contract.
  - 4.1.3. Non-profit groups who are qualified as registered 501(c) organizations will qualify for the non-profit rate.
- 4.2. Rates are based on 3-hour time blocks. Use longer than 3 hours will be charged additional fees.
- 4.3. Full payment must be received prior to event.

## **5. Deposits**

- 5.1. Half of the rental fees are due at the time of the reservation.
- 5.2. A \$250 security deposit is required.
- 5.3. Security deposits will be refunded if the building is left in expected condition.

## **6. Building Use Agreement**

- 6.1. Any group using the church facilities for non-LOUUC purposes is required to sign the appropriate Building Use Agreement for usage of the building to be authorized.
- 6.2. Persons signing the Use Agreement must be at least 18 years of age.
- 6.3. The LOUUC Administrator shall provide the appropriate Agreement and will be responsible for confirming that the Agreement has been signed, all payments made, and that all deposits or properly credited costs retained.

## **7. Special Building Usage**

Long term rentals will be negotiated on a case-by-case basis.

## **8. Animal Policy**

Only service animals are allowed in Church buildings and on the playground, except by special permission from the minister in consultation with the president.

## **9. Gun Policy**

- 9.1 No firearms, of any type whatsoever, are allowed on any part of the LOUUC property, including, but not limited to, parking lots, playgrounds, sidewalks, outbuildings, main building(s), natural areas and grounds. Anyone possessing a firearm as described above is trespassing on LOUUC private property, and we will contact law enforcement as necessary to enforce LOUUC property rights. This policy is independent of any Texas concealed handgun or open carry laws. It is based on trespass against private property.
- 9.2 All renters are responsible for communicating this policy with their attendees.
- 9.3 There are three exceptions to the above rule:
  - 9.3.1 Sworn peace officers, whether in performance of their official duties or not.
  - 9.3.2 Hired security, properly qualified under Texas law, whether hired by LOUUC or a renter.
  - 9.3.3 Firearms locked away, out of sight, in a vehicle in the parking lot shall not constitute a trespass. Removing or displaying the firearm invokes this policy.

## **Rules Governing General Use of Facilities**

**The following Rules and Guidelines apply to all users of our Church Facility.  
By using our facility you agree to be bound by the following:**

### **Non-Discrimination:**

- Groups or individuals requesting use of Church facilities may not prohibit attendance on the basis of race, sex, creed, social class, age, disability, sexual orientation or gender identity.

### **Health & Safety:**

- The Church facility has been declared a non-smoking area. There is absolutely no smoking on the Church property.
- There are to be no unsupervised children under the age of 15 in the Church at any time. Persons providing childcare must be over the age of 18. Minors using the facilities must be accompanied by appropriate adult chaperones who shall be responsible for the actions of the minors.
- Children in the Common Ground and Sauber Buildings must be accompanied by an adult to the restrooms.

### **Supplies:**

- Users are expected to provide their own equipment and consumable supplies such as paper plates, napkins, plastic utensils, etc.
- If the nursery is needed, space must be reserved in advance. Users must provide their own consumable supplies (diapers, wipes, crayons, paper, etc.).

### **Facility Use & Clean Up:**

- Fire Exits may not be blocked at any time.
- Facility use fees do not include custodial services. Users should expect to find the Church space clean upon arrival and are required to leave it as found. All lights and appliances must be turned off upon leaving the building. If Renter is provided with a key, all doors must be locked and the key returned to the Church Administrator. If the Renter or Live Oak UU Group fails to leave the facility as found and to lock all doors, the Church may terminate the Building Use Agreement/ permission to use LOUU and retain the security deposit.
- All trash must be taken to the outside dumpster or otherwise removed from the Church property.
- The janitor closet is across the hall from the Narthex doors, between the bathrooms. There are trash bags and cleaning supplies in there. There is a vacuum in the table closet in the Narthex.
- Users may not disfigure the facilities in any way, including but not limited to putting nails into walls, harming the paint or structure of the building, affixing or removing anything from the walls or doors of the space. No scotch, duct or masking tape may be used on the walls or doors. If user needs to hang something on the walls, blue tape should be used. Magnets may be used to hang items on the exterior doors.
- The Sanctuary is a no food or drink area, except for water in closed containers. Food and drink may be allowed on stage (only) as part of a religious ceremony. Renter or LOUU entity will be required to clean up the stage immediately after the ceremony. Damage or failure to comply may result in revocation of the privilege. A request to have food/drink on stage must be submitted to the LOUU Administrator a minimum of two weeks prior to the proposed service, so the Facilities Team can respond.
- The sound system in the sanctuary is not to be used unless its inclusion is specifically identified in the Building Use Agreement and the specified fee is paid.

### **Grand Piano:**

- Grand Piano Use: Piano use is by special arrangement only. See chart for fees. There is to be nothing other than music to be set on any part of the piano. If the piano needs to be moved, you must have two people to move it. The cover needs to be folded in on itself (so no debris gets attached to the felt lining.)

## **Live Oak UU Key and Building Security Policy**

**Policy:** It is Live Oak Unitarian Universalist Church's responsibility to ensure easy and safe access to its facilities for all its users.

**Purpose:** To maintain a safe and secure environment, and to provide a procedure to borrow and return keys

**Procedure:** Go to the church administrator, fill out a key request form and pay required deposit.

### **Key Details:**

- Church keys are the property of Live Oak Unitarian Universalist Church.
- Keys will be issued to Church staff, members, and also outside organizations whose work requires use of the building at times when it is locked.
- Keys may be issued for a short term (one time event) or long term (open ended).
- Each key received requires a deposit of \$5.00. Deposits will be returned when the key is returned. Key deposits may be waived on the first key issued to staff members, officers, and Facilities Team members.
- All church keys are assigned to individuals. The person whose name appears on the key request form is responsible for their assigned keys and is the only authorized user. Keys may not be loaned to another individual.
- All keys must be returned upon request of the Live Oak Administrator.
- The church has five primary keys. **1**=Main Building perimeter access, **2**=Main Building Offices, **C**=Classrooms, **CG**=Common Ground, **M**=Music Room (Sauber Building).

### **Building Details:**

- The Church will be unlocked on Sundays from 8:30am to 1pm and staffed on Monday, Tuesday and Wednesday 8:30am – 2pm and Thursdays 8:30am – 4pm.
- Church administrator may opt to keep doors locked for safety concerns. There is a doorbell on the office door to page the administrator if the door is locked.
- Key holders will ensure all exterior doors are locked when the building will be vacant.
- Thermostats in the main building are all programmed for the regular use of the building. If needed, one can override the current program by using the up and down arrow keys to set the desired temperature. DO NOT USE THE HOLD FUNCTION. The thermostat will return to the programmed mode. The church administrator will have a map of HVAC zones and thermostat locations.

## **Responsibilities:**

- Key holder responsibilities:
  - Do not duplicate or loan keys!
  - Do not alter locks or mechanisms.
  - Report any malfunctioning locks to the church administrator.
  - Damaged keys should be delivered to the church administrator to receive a replacement without charge.
  - Lost keys must be reported to the church administrator within 24 hours of loss.
  - Persons failing to return issued keys may be charged for costs associated with re-keying of the spaces accessible by their keys.
  - If you are closing the main building, insure all exterior doors are locked and all interior lights turned off. Exterior lights are on timers.
  - If you are closing Common Ground or Sauber buildings please turn window units off.
  - If you unlock any door, please be sure the door is secure when you leave.
- Administrator and the Facilities Team are responsible for the inventory of keys and maintenance of keys & locks.
- The Church Administrator's responsibilities:
  - Issue keys to those persons who have filled out and signed the Key Request Form and have a reasonable need (apply common sense).
  - Fill out Live Oak portion of Key Request form.
  - Ensure that all unneeded keys are returned to the church office.
  - Keep a stock of keys and get marked duplicates (1, 2, C) as needed.
  - Keep a file of outstanding keys (keep copy of completed forms)
  - Create and maintain a computer file by key of all key holders
  - Report issues to appropriate Teams

## 2017 Schedule of Rental Fees

	LOUU Member <sup>1</sup> Life Passage Event	General Rental	Non-Profit <sup>2</sup> Organizations
Sanctuary & Narthex	55	1010	245
Fellowship Hall & Narthex	35	390	150
Kitchen	30	130	65
Common Ground	35	370	130
Library	25	130	55
Conference Room (106)	25	120	50
Room 205	25	260	110
Classroom	25	130	55
Grounds (Labyrinth, Chalice Pathway)	70	500	230
Wedding & Reception*** (Minister fees not included)	120	1085	--
Funeral & Reception *	0	950	--
Piano Use	25	70	50
Sound System	0**	90	90
Cleaning Crew	175	175	175
<b>TOTAL</b>			

- This fee schedule is **NOT** applicable to Live Oak sponsored activities.
- Fees are based on 3-hour time blocks (morning, afternoon, or evening).
- \* Includes Sanctuary, Narthex & Fellowship Hall
- \*\* Based on availability of volunteers.
- \*\*\* Includes Sanctuary, Narthex, Kitchen and choice of Fellowship Hall or Common Ground, plus Library & 111 for changing rooms

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Note <sup>1</sup> Pledging members of Live Oak UU, Immediate Family Wedding/Funeral/Birthday/Anniversary, etc.

Note <sup>2</sup> Fees for approved Social Action organizations may be subsidized.

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**LOUU RESERVES THE RIGHT TO ASSURE THAT USAGE IS CONSISTENT WITH THE CHURCH MISSION AND WILL APPROVE ALL RENTAL REQUESTS ACCORDINGLY.**

# Live Oak Unitarian Universalist Key Request Form

Building User requesting key: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Expected key return date: \_\_\_\_\_

1. Church keys are the property of Live Oak Unitarian Universalist Church.
2. Each key holder is responsible for reading the LOUU Building Use Policy and following the policies and procedures.
3. Each key received requires a deposit of \$5.00. Deposits will be returned when the key is returned.
4. All church keys are assigned to individuals. The person whose name appears on the key request form is responsible for their assigned keys.
5. All keys must be returned upon request of the Live Oak Administrator.
6. Do not duplicate or loan keys!
7. Do not alter locks or mechanisms.
8. Report any malfunctioning locks to the church administrator.
9. Damaged keys should be delivered to the church administrator to receive a replacement without charge.
10. Lost keys must be reported to the church administrator within 24 hours of loss.
11. Persons failing to return issued keys may be charged for costs associated with re-keying of the spaces accessible by their keys.
12. I agree to attend Building Use Training. (LOUU Groups and long term renters only)

**I have read and agree to the terms of Live Oak UU's Key and Building Security Policy.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)



## LIVE OAK USE ONLY

### Circle Keys Issued:

**1 = Main Building Perimeter**

**Deposit Collected: \$ \_\_\_\_\_**

**2 = Office, Tool Closet, Coffeehouse Closet**

**C = Classrooms**

**TOTAL KEYS ISSUED: \_\_\_\_\_**

**M = Sauber**

**CG = Common Ground**

**Others:** \_\_\_\_\_

**Keys issued on** \_\_\_\_\_ **by** \_\_\_\_\_  
(date) (administrator or key issuer)

Received Handbook \_\_\_\_\_ (date)  
Attended Building Training \_\_\_\_\_ (date)  
Attended Kitchen Training (optional) \_\_\_\_\_ (date)

Date returned \_\_\_\_\_  
Deposit refunded \_\_\_\_\_



## Building Use Agreement

This agreement is entered into between the Live Oak Unitarian Universalist Church, located at 3315 El Salido Parkway, Cedar Park, TX (hereafter referred to as "Church") and \_\_\_\_\_ (hereafter referred to as "Renter").

**Renter Information:** Person responsible: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

**The Church and Renter agree to the following terms:**

1. Church agrees to provide the Renter with the following space: \_\_\_\_\_ to be occupied by Renter only on the following day(s): \_\_\_\_\_ (maximum contract duration is 6 months) between the hours of \_\_\_\_\_ and \_\_\_\_\_.
2. Description of event: \_\_\_\_\_
3. Number of people expected to attend: \_\_\_\_\_.
4. Renter agrees to obey the Rules Governing Use of Facilities found in the Building Use Handbook.
5. Renter agrees to vacate the premises promptly, and to leave the premises, including all furniture and other equipment on the premises, in the same state of cleanliness, position, and state of repair as existed when Renter entered the premises, normal wear and tear excepted.
6. Renter agrees to turn off all lights and appliances used and make sure the thermostat(s) is not on "HOLD" when vacating the premises. If provided with a key, Renter agrees to assure that all doors are locked.
7. Renter agrees to pay for any damage caused to building, furniture or fixtures, and agrees to replace or reimburse Church for any other items not belonging to Renter that are used, consumed, or destroyed by Renter.
8. Renter agrees to hold harmless and unconditionally indemnify Church, its officers, directors, employees and agents, against and for all liability, cost of defense, expenses, claims and damages which Church may at any time suffer or sustain or become liable for by reason of any accidents, damages, or injuries either to the persons or property or both of Renter, its members, affiliates, invitees, agents or employees in any matter arising from the Renter's use of the Church property. This Indemnity specifically includes an indemnification by the Renter of the Church, its officers, directors, employees, and agents for their own negligence including any act or failure to act of the Church, its officers, directors, employees, and agents and for any claim arising there from under this Agreement.  
  
**Renter further agrees that it will include Church as an additional insured under Renter's policies of insurance and that its insurers agree to waive any right of subrogation against Church. (This provision not applicable if Renter does not already have in-place an existing CGL policy.)**
9. Church has designated the premises to be a non-smoking area. Renter agrees to respect this non-smoking designation.
10. Renter agrees not to sublease the premises.
11. Renter understands and agrees that the use of the premises does not and should not imply sponsorship by Church of Renter's activity or event.
12. Rental fees for this event will be \$\_\_\_\_\_, half of which is due now \$\_\_\_\_\_.
13. Reservation changes require a \$25 change fee.
14. Cancellation policy: With advance notice, partial refunds are as follows:
  - With one month notice: full refund less \$50 cancellation fee = \$\_\_\_\_\_
  - With 2 weeks notice: 50% refund \$\_\_\_\_\_
  - With less than two weeks notice: 25% refund \$\_\_\_\_\_
15. Renter agrees to pay a \$250 Security Deposit to be returned if there is no damage or waste to any Church property. If the space is not cleaned satisfactorily, the security deposit will be retained to pay someone to clean and reset the space.
16. Other terms and conditions are as follows: \_\_\_\_\_.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Agent for Renter

\_\_\_\_\_  
Agent for Church (Administrator or President)

## LIVE OAK UU CHURCH CLEAN-UP CHECKLIST

(This form must be completed and put in Administrator's mailbox in room 101)

NAME (Please print) \_\_\_\_\_

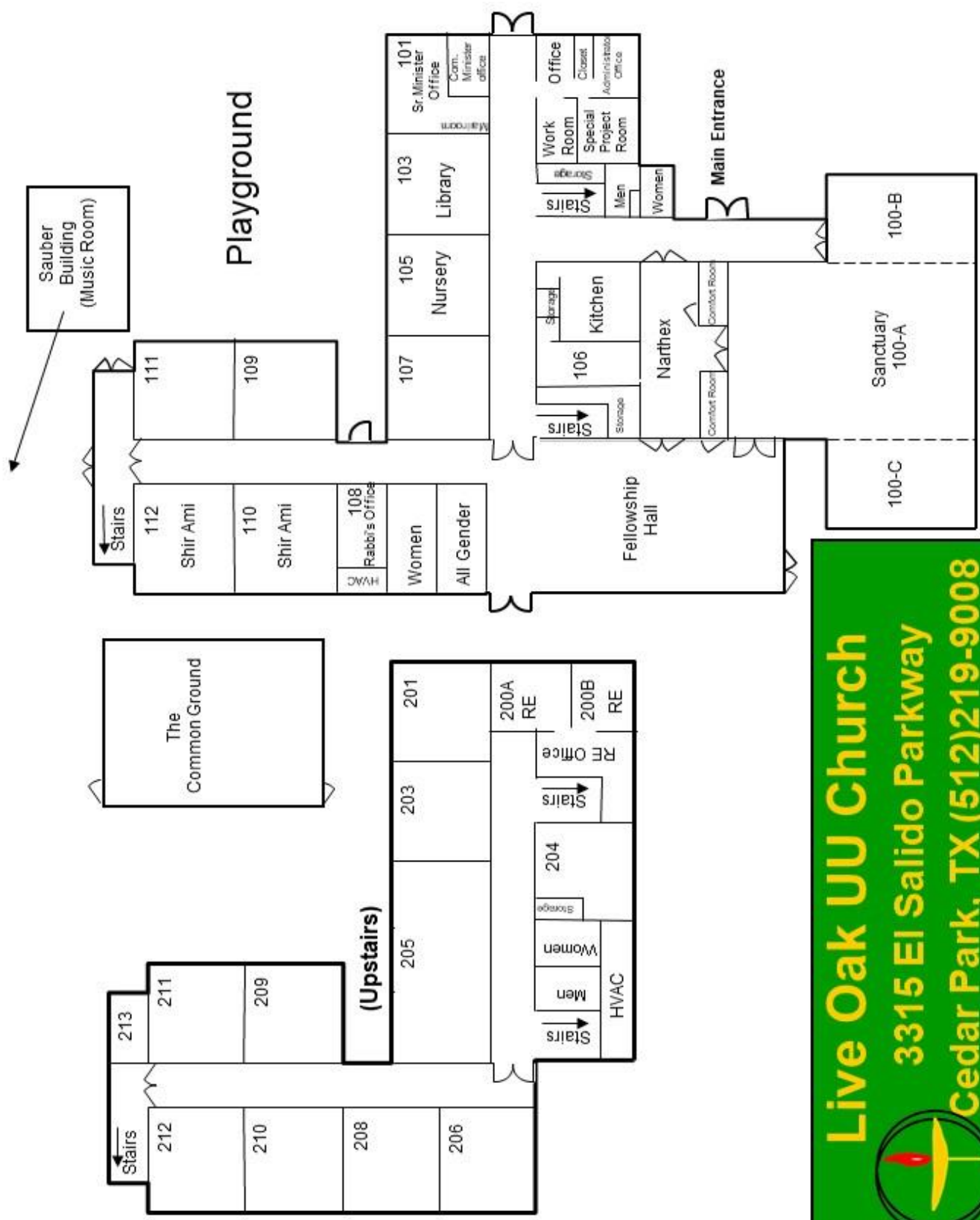
DATE \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

EVENT \_\_\_\_\_

- Wipe off all tables used
  - Make sure all chairs, tables and other furniture are returned to original location. See map posted in each room. (Note: Do not move the chairs in the sanctuary or comfort rooms)
  - Pour liquids into sinks, not the trash
  - Vacuum all carpeted areas where food was served or taken, or if there is anything on the carpet as a result of a project or activity
  - Sweep and mop all hard floor areas where food was served or taken, or if there is anything on the floor as a result of a project or activity
  - Hand-wash, sanitize, dry and put away any dishes used
  - Wipe kitchen counters if used. See Kitchen Checklist.
  - Empty the trash into the big dumpster at the back of the parking lot. Please empty the restrooms trash too. Trash bags are located in the Kitchen or the first floor Janitor's Closet.
  - Check ALL bathrooms to be sure all lights are off and water is off.
  - Replenish toilet paper & paper towels in restrooms if necessary. Additional supplies are in the first floor Janitor Closet
  - Check here if you spilled any liquids which you weren't able to completely clean up  
Where? \_\_\_\_\_  
What? \_\_\_\_\_
  - Check here if any damage to the building or equipment occurred  
Where? \_\_\_\_\_ What? \_\_\_\_\_
- 
- Turn off all interior lights
  - Close Fire Doors
  - CHECK TO BE SURE ALL KNOBS ON GAS STOVE ARE OFF!**
  - CHECK TO BE SURE THAT ANY CANDLES USED ARE EXTINGUISHED!**
  - Check to make sure the Thermostats are not on HOLD.
  - Lock all exterior doors

SIGNATURE \_\_\_\_\_





**Live Oak UU Church**  
**3315 El Salido Parkway**  
**Cedar Park, TX (512)219-9008**

