

## Rules and Regulations for Use of CVUUS Buildings

1. Your assigned gatekeeper will provide access to the building on the day of the event. You will be given his or her contact information. In the case of an emergency, you may contact this individual directly. The gatekeeper fee (\$15/hour, with a minimum of \$45) must be paid directly to the gatekeeper on the day of the event. For member uses not requiring a gatekeeper, it is the responsibility of the member of the congregation to contact the Administrator or Facilities Committee Chair to make arrangements to gain access to the buildings and to return any borrowed keys.
2. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created must be bagged and put in the garbage bins by the parking lot driveway, outside the Fenn House.
3. Nothing should be attached to the walls of any building by any means. Applicants are responsible for any damages incurred and will be charged for repairs.
4. Any damage must be reported immediately to the gatekeeper or the CVUUS office. Cost of repair will be the responsibility of the person who signed the building use application.
5. Food is not permitted in the main part of the Sanctuary. A wedding toast/light reception may be arranged if preapproved, but food must be confined to the foyer and the east side of the Sanctuary. It is incumbent upon the applicant to turn off all appliances used and to leave the kitchenette as he or she found it. All food items must be supplied. Under no circumstances are kitchen pantry items to be used for non-CVUUS events. No food should be left in the refrigerator or cabinets after the event.
6. Alcoholic beverages and/or smoking are not permitted in any CVUUS building. No animals other than service animals are allowed on the premises.
7. Use of the pianos and the audio system must be arranged at the time of application. Only the gatekeeper may operate the audio equipment.
8. Use of the piano: arrangements for tuning will be made by CVUUS if requested and will be charged to the group or individual using the piano. Repairs for any damage to this piano will be charged to the group or individual using the piano at the cost Hilbert Pianos estimates as required. Nothing may be placed on the piano except for sheet music. It is especially important NEVER to put water on top of it, or to use the piano lid as a writing surface.
9. No group, organization, or individual may fund raise, engage in any game of chance with monetary stakes or solicit or post signs espousing a political party or candidate/officeholder. Groups using the facility may not state or imply CVUUS endorsement or sponsorship of any event without prior permission of the CVUUS Administrator.
10. Climate controls should not be touched or changed by any user of the facility. The Facilities Committee will program the controls for the scheduled event, and the gatekeeper may adjust controls upon request.
11. Applicants must remain only in the areas requested and approved for use.
12. Parents/Guardians are at all times responsible for their children. Arrangements may be made to use the Nursery for an additional fee. Toys in classroom are available for use with permission and must be put away as they were found.
13. Twelve parking spaces are available on the CVUUS property. All other parking will be at the high school parking lots off of Charles Avenue; confirmation of available parking will take place before the contract is signed. Parking on the grass anywhere in the vicinity of the campus or neighborhood is prohibited. The person or organization using the space is responsible for making this clear to attendees in advance and for enforcing this policy.

**Any requests for exceptions to these rules must be submitted in writing at the time of application.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CVUUS Representative: \_\_\_\_\_ Date: \_\_\_\_\_