



UUFRC Rental and Facility Use Policy

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1 Purpose

1.1 Policy Purpose. The purpose of this policy is to state our rental and facility use expectations for those using the facilities as well as those scheduling and arranging its use so we are all informed, consistent, and in compliance. This policy was created after consultation with an attorney and was drafted with the intent to be in compliance with the current insurance and tax regulations.

1.2 Organizational Purpose (Purpose). Our purpose as a liberal religious organization is defined by the guiding Principles which we, and all member congregations of the Unitarian Universalist Association, hold as strong values and moral guides;

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.



Furthermore, our Purpose commits us to living our faith in action, by living out our Principles. UUFRC works to fulfill its Purpose, in partnership with the community and other groups, through active support of the following justice platforms: economic and environmental justice, immigrant justice, LGBT+ justice, racial justice, reproductive justice, women's rights, safe neighborhoods, voting rights and use of the democratic process, as well as other identified causes determined to be directly related to our Purpose.

2 Allowed Facility Use

2.1 Approved Facility Use. Due to religious and tax implications, there are limits to which the uses our Facility and other resources may be put. The UUFRC Administrator implements and communicates the Board Policy or decision regarding any use of the UUFRC Facility.

2.2 Facility Use by Outside Parties

2.2.1 The building may be used by individuals for milestones, such as: weddings, memorials, graduation parties, reunions, bridal showers, baby showers, birthday parties, or other such events that fall within all churches' purpose of supporting the community's journey through life.

2.2.2 Concerts, recitals, and other such events may be held in the building because they are in alignment with music's central role in religion and thereby our Purpose and prescribed religious activities.

2.2.3 Groups supporting an issue (e.g. school parcel tax), a platform (e.g. advocating for better environmental municipal codes), non-partisan events (e.g. candidates forum), education events (e.g. poll worker training), or non-partisan voter registration drives may be eligible to rent space.

2.2.4 Community gatherings, local artisan or special interest fairs, classes and speakers aligned with our Principles and Purpose, or other events that provide community connection and bring like-minded people into our church, may occasionally be held in our building.

2.3 Facility Use by UUFRC. UUFRC use includes meetings, classes and events of UUFRC and its committees' business. See 3.2 for committee sponsored events. It does not include events by or on behalf of individual members, external groups or partner organizations.

2.3.1 All UUFRC events, classes and meetings are open to all Members and friends, except for occasional closed committee and Board sessions for personnel and other governance matters.

2.3.2 Organizers agree to abide by all applicable UUFRC policies, regulations and terms in the UUFRC Facility Policy (this document), and any supporting documents or forms.

2.3.3 Facility reservations for UUFRC events may be made only by staff, the Board, and the chairs or designated web representatives of a sponsoring UUFRC committee or group.



3 Facility Rates

- 3.1 Rates.** Rates are set by the Administrator, working with the Board. Current rate schedules are available in the Office.
- 3.1.1 Outside Group Rentals.** Discounted rates may be offered to non-profit groups using the facility. Actual rates charged are set within these guidelines at the Administrator's discretion. UUFRC does not offer space rental to for-profit rentals or non-profit fundraising events, in order to remain compliant with tax exemption requirements for our organization.
- 3.2 UUFRC Committee-Sponsored Events.** Outside groups, with which a UUFRC member is also affiliated, may only qualify for the Member Discount rate if that group or event has a sponsorship vote by a UUFRC committee recorded in meeting minutes AND the booked event or meeting is one to which the UUFRC committee is substantively contributing.
- 3.3 Space Donations.** From time to time, the UUFRC Board may choose to approve use of the facility at no or reduced charge to a non-profit group who meets the requirements for rental and has applied to wave the fees due to their financial constraints. Interested parties may request a [Space Donation Application](#) from the Office. UUFRC reserves the right to determine when any space donation agreement will be terminated.
- 3.4 Member Facility Benefits and Discounts.** Facility benefits and discounts are offered to Members in good standing as defined by the Bylaws. Facility benefits are not available to Friends or Return Visitors.
- 3.4.1 UUFRC-Sponsored Member Events.** Members will NOT be charged for facility usage for their own wedding or formal commitment ceremony; Memorial services for themselves or a member of their immediate family.
- 3.4.2 Member-Hosted Events.** Members will NOT be charged for facility usage for a Milestone or Holiday Event they host (birthday party, anniversary, etc.) where the ENTIRE congregation is invited through the Newsletter and Bulletin, and there is a reasonable expectation of attendance.
- 3.4.3 Private Member Rentals.** Members receive a 50% discount off established rates and will be charged for facility usage at one-half the regular rate for private or public (non-UUFRC) events, with or without an admittance fee. This membership benefit does not extend to outside groups of which the UUFRC member is also affiliated. If desired, a rate adjustment may be proposed to the board.
- 3.5 Member Rental Requirements.** For all Member-Hosted and Private Member Events, a contract must still be signed and the Member is responsible for cleanup, agrees to pay for any damage, and is responsible for any incidental fees or costs related to any optional services used (A/V, sound, piano use, building supervisor, etc.).
- 3.5.1** If no alcohol is served and the event is not advertised to the public, the security deposit may be waived for the Member with written permission of the Administrator.
- 3.5.2** For any event at which alcohol is served, attendance is expected to be over 75 people, or the event is advertised to the public, Member is required to pay all deposits, provide proof of insurance, as well as the required state ABC liquor license as applicable.



3.5.3 With the written approval of the Administrator, a UUFRC Member in good standing may be permitted to volunteer as the Supervisor in lieu of a paid Supervisor.

3.6 Borrowing Property. UUFRC Members may not borrow any church property without the approval of the Administrator.

4 Scheduling & Space Prioritization

4.1 Reservation Confirmations. Once the contract has been completed and signed, security deposit made, and insurance requirements met, UUFRC will not bump a Milestone or Full-Fee Reservation (pending emergency). Discounted-fee Rentals, Member Rentals and Space Donations may be asked to work with UUFRC to see if an alternate date for their rental might be acceptable to both parties.

4.2 Priority of Reservations. The Administrator sets the priority of reservations, generally applying the following order:

- 1) **UUFRC Meetings and Events:** However, smaller UUFRC-related events, including committee meetings, chalice circles, and writing groups, will be asked to reschedule. (UUFRC Groups booked into the identified UUFRC-only Meeting Room will not be moved.)
- 2) **UUFRC Member Milestones:** such as family weddings, memorials, child dedications, etc.
- 3) **Non-Member Milestone Rentals:** such as family weddings, memorials, child dedications, etc.
- 4) **Rentals for 501c3 organizations who match our purposes**
- 5) **Other Rentals:** other groups eligible for rentals, or individuals renting for non-milestone events
- 6) **Discounted-fee Member Rentals:** that do not fall under above categories
- 7) **UU Space Donations:** to related UU groups who request meeting space (PWR, YRUUP, etc.)
- 8) **Other Space Donations:** board-approved free building usage

5 Terms and Conditions Governing Use

5.1 Rental Application. Every prospective user must complete a signed application to be approved by UUFRC at its sole discretion. The security deposits and one-half of the user fee is due when the application is approved. All final payments are due seven (7) days prior to the event, or upon application approval if less than seven (7) days before the event. A fee will be charged for checks returned to UUFRC. For some events, a Supervisor from UUFRC may be required for guidance and support, at an additional fee. The Administrator will determine at the time of application if this is necessary.



- 5.2 General Liability Insurance.** Proof of insurance coverage is required for all rentals, unless waived in writing by UUFRC. Any professional contractors or vendors working an event must also provide to UUFRC proof of general liability insurance listing UUFRC as “additional insured,” in advance of the event.
- 5.3 Use.** Applicant understands that this right to use is personal and may not be transferred or sublicensed. Any changes to the right to use or the terms and conditions of use must be approved by UUFRC in writing. Applicant certifies that Applicant will abide by all regulations, terms and conditions set forth in the UUFRC Facility Policy, as well as abide by all municipal, county, state and federal law, regulations or code. All events must follow fire code including maximum occupant limits, and any other city or county code regulations.
- 5.4 Prohibited Activities.** External fundraisers to raise money for outside groups. Raffles, gambling, or “Casino Nights” and unlawful activities. UUFRC reserves the right in its sole discretion to determine to whom and for what purposes the property and facilities will be made available. The Board and Minister, with the assistance of the Administrator, shall set the conditions of use.
- 5.5 Security Deposit.** Applicant shall pay to UUFRC any Security Deposits required by UUFRC. If, in UUFRC’s sole judgment, any cleaning, repairing or restoring is needed, UUFRC may apply the Security Deposit(s) to cover such costs. If no such repairing, restoring, or cleaning is needed, the Security Deposit either shall be applied against any other payments then unpaid or shall be returned to Applicant after the final Time of Use. All events require a damage and cleanup deposit, unless otherwise waived in writing by UUFRC.
- 5.6 Refund of Rental Deposits.** Damage to property, missing property and/or any required janitorial costs shall be assessed against the Applicant responsible, at the sole discretion of UUFRC. If the cost of any cleaning or damages exceeds the security/cleaning deposit, the lessee will be held responsible for those costs. In the event failure to clean up or remove all property interferes with any subsequently scheduled activity, a minimum of an additional half-day use will also be charged. At the sole discretion of UUFRC, any deposit may be forfeited, if event is canceled due to violation of our policy against hate speech and violence.
- 5.7 Discrimination, Hate Speech, and Violence.** UUFRC welcomes all persons, regardless of race, ethnicity or national origin; gender or gender identification; affectional preference or sexual orientation; age; physical or mental challenges; or social, economic or marital status. While UUFRC respects the right of free speech, we exercise our right to not allow use of our building and facilities by groups or individuals who operate with or target people through discrimination, hate speech, or violence.
- 5.7.1 UUFRC reserves for itself the sole right to decide if any planned meeting might violate its Principles or Purpose. In the event the Minister, Staff, Board, or sponsoring UUFRC committee determine that a speaker or meeting would be unacceptable, UUFRC may at its sole discretion cancel any meeting at any time prior to its start and refund the money paid to rent space, without any obligation for any other payment or consequential damages of any kind whatsoever.
- 5.7.2 If UUFRC makes such a determination during a meeting, we may terminate it at our sole discretion. Any refund that is appropriate for such a cancellation will also be at the sole determination of UUFRC and there will be no obligation of any other kind to you, the Applicant.



- 5.8 Limited Time.** The Space will be available to Applicant only during the hours and on the day(s) (“Time of Use”) specified on the Application, and Applicant agrees that at Applicant’s sole cost and expense, Applicant shall ensure that the Space shall not be occupied or used by Applicant or any third party before or after the Time of Use. Time is of the essence regarding this right to use.
- 5.9 Use and Occupancy Changes.** If, for any reason, Applicant does not upon the expiration of the Time of Use deliver the Space to UUFRC free of occupants, Applicant’s personal property, and cleaned in accordance with the Approved Application, then Applicant shall be liable to UUFRC for each day, or portion thereof, that the Space is occupied by such persons or property until such Space is vacated and the property removed at a daily rate of \$1,000. UUFRC may remove any of Applicant’s personal property upon the expiration of the Time of Use and, if appropriate under the circumstances, discard such property. In the event failure to clean up interferes with any subsequently scheduled activity, a minimum of an additional half-day use will also be charged.
- 5.10 Alcohol and Substances.** Applicant agrees to abide by the UUFRC Alcohol and Substances Policy. Applicant must provide all applicable ABC licenses as required by the State of California. Applicant is responsible solely for such determination of requirements. Failure to provide required licenses at least 48 hours before the event will result in withdrawal of permission to serve or sell alcohol, regardless of any earlier arrangements.
- 5.11 Rules and Policies.** Applicant and Applicant’s use of the Space shall be subject to any policies, rules, and regulations that UUFRC may promulgate from time to time, including those stated in any publication promulgated by UUFRC. Applicant’s use of the Space is non-exclusive as to UUFRC, which retains the right freely to enter the Space at any time, for any purpose.
- 5.12 Cleanup.** The Applicant bears all costs of cleaning, repairing, and restoring UUFRC Facilities to its previous condition, reasonable wear and use excepted. UUFRC will be the sole decision maker as to whether this has been met. Any costs from required janitorial services will be applied to the deposit. If the cost of any janitorial cleaning services or damages exceeds the security/cleaning deposit, the lessee will be held responsible for those costs.
- 5.13 Applicant’s Liability.** Applicant is and hereby agrees to be fully responsible and liable for any and all injuries (and death) suffered by persons and for any and all damage to UUFRC’s property and any theft or loss of UUFRC’s furnishings and equipment, resulting from or occurring during Applicant’s use of the Space, and not caused by the willful misconduct or gross negligence of UUFRC. Applicant shall indemnify and hold harmless UUFRC and their officers, agents, employees, members and members of their governing boards from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys’ fees) caused by or arising out of any act, omission, publication, or representation of Applicant, its officers, directors, agents, guests, invitees or employees in connection with this right to use.



- 5.14 UUFRC Not Liable.** UUFRC shall have no liability for any loss, cost, expense, or damage to Applicant, its members, officers, directors, agents, employees, or anyone else by reason of fire, theft, vandalism, or otherwise. Applicant agrees not to sue UUFRC or any of UUFRC's respective officers, agents, employees, members, members of its governing boards, successors, or assigns for any such loss, cost, expense, or damage. In no event shall UUFRC be liable to Applicant for incidental or consequential damages if UUFRC is unable to make the Space available to Applicant during all or any part of any of the Time of Use. The Space is provided on an "AS IS" basis and UUFRC makes no warranties of any kind whether express or implied.
- 5.15 Binding Effect.** The terms and conditions of this License shall be binding on Applicant, (and if Applicant is an organization) on Applicant's officers, directors, members, agents, employees, guests, invitees, and on those claiming by, through, or under Applicant.
- 5.16 Not a Lease.** This is not a lease, and no interest in real estate is conveyed hereby.
- 5.17 Force Majeure.** UUFRC is not liable for its failure or delay to perform its obligations due to any acts of nature, act of God, strikes, acts of terrorism, fires, floods, explosions, earthquakes, equipment or labor shortages, government regulations, destruction of facilities or other causes beyond its reasonable control.



6 Facility Regulations

- 6.1 Use of Building Space.** With the exception of hallways and front bathrooms, Applicant is responsible to ensure that Participants in the event are limited to the areas specified. Rooms not specifically rented are not to be used. Unless the entire building is rented, Applicant acknowledges that other groups may have use of other parts of the building during the same time. UUFRC representatives may access the building at any time.
- 6.2 Use of Grounds and Parking.** Participants do not, under any circumstances, have use or access to the yard, lawn areas, or nursery school playground equipment. Sidewalks are to be used for access only. There is no parking on site. Please encourage attendees to park nearby and enjoy a stroll to the building in our beautiful neighborhood. Please be considerate and do not block our neighbor's driveways.
- 6.3 Items Belonging to UUFRC.** Please do not touch or use any items that are not yours and are not included in general rental use. Do not go through closets or cabinets, or use any items from there, without written permission from UUFRC. Toys in the nursery school rooms are for school use only and may not be used! Furnishings and other items may not be moved from one room to another, or removed from walls, without prior written permission from UUFRC.
- 6.4 Decorations.** Decorations must not cause staining of or damage to woodwork, floors, walls, rugs, upholstery or furniture. Decorations may not be attached using nails, thumbtacks, transparent tape, or methods that leave a mark or hole. No decorations or structures may be placed outside without prior written approval from UUFRC. No glitter, colored sand (unless left in closed container), cross-cut confetti, silly string, strong odors, incense, or scented candles are allowed. Real flower petals may be used (and require cleanup), but synthetic petals are not allowed. Please do not throw rice for any events; you may use birdseed instead (outside).
- 6.5 Kitchen Usage.** If the Kitchen is used, Applicant agrees to follow all rules on the [UUFRC Kitchen Use Form](#). At larger events, caterers, bartenders or Applicant must supply their own trash bags and remove all trash from church property after the Event. For smaller events, participants may use UUFRC recycling and trash receptacles provided items do not have a strong odor and food and compostables must be placed in the kitchen compost bins and emptied into the large green compost bin outside prior to leaving. Use of the refrigerator requires previous written permission. Dishwasher is for UUFRC-use only.
- 6.6 Building Supplies.** Building users may use soap and general building supplies, towels, linens, and cleaning utensils. They may not use UUFRC food and/or beverages not their own. If UUFRC determines at its sole discretion that there was an excessive use of supplies, replacement costs may be applied against Applicant's deposit.



- 6.7 Green Sanctuary Facility.** UUFRC is certified as a Green Sanctuary by the Unitarian Universalist Association and we request that you follow our environmental policies and guidelines. Users of our building should avoid the use of disposable, non-biodegradable materials such as Styrofoam and plastic when planning and conducting events, and to follow recycling instructions.
- 6.8 Limit of Noise and Disruptive Behavior.** No noise or other conduct shall be permitted which constitutes a public nuisance or a disturbance to the neighbors. All outside doors (especially kitchen doors) must be kept closed during evening events. Control over the behavior of all attendees is Applicant's responsibility. UUFRC is not liable for the behavior or safety of any attendee. All evening events shall be concluded by 10:00 p.m. All individuals shall leave the premises by 11:00 p.m. following the evening events.
- 6.9 No Fires Allowed.** Applicant may not use the Fireplace, any BBQs or grills, pyrotechnics, or any other spark- or flame-based items. Except during UUFRC worship services, no more than three (3) candles or chalices may be lit for use during a meeting or ceremony and must be attended at all times. No other open flame is allowed without written permission from UUFRC.
- 6.10 Safety of Minors.** All children under 13 must have adult supervision at all times. All youth under age 18 must not be allowed to wander outside or be in rooms that are not part of the event. It is strongly encouraged that child and youth safety guidelines be followed, and at any time when a child is not with his or her parent or guardian, that there are two unrelated adults present with the child(ren). UUFRC members and UUFRC events and committees are required to follow the UUFRC Youth and Child Safety Policy.
- 6.11 Event Supervision.** Applicant agrees to be on site (or have a responsible person from their group on site) at all times during rental hours when the building is unlocked or in use by the Applicant.
- 6.11.1 When deemed necessary, a Supervisor will be assigned by UUFRC to oversee an Event. When a Supervisor is assisting with an Event, if they ask any member of Applicant's group to be quiet or behave, and they do not comply immediately, then the Supervisor may call the police, and/or end the Event, and Applicant will forfeiture the full deposit and payment. In any emergency, Applicant is required to follow the instructions of the Supervisor if present. The Supervisor is not "labor" and will not directly assist in setup, strike, or cleanup of the event.
- 6.12 Special Use.** UUFRC's musical instruments, sound and audio/visual equipment, kitchen appliances, and office equipment may not be used without the prior written permission of UUFRC. Additional deposits and/or user fees may be charged if permission is granted. A list of offered equipment and supplies, along with any related fees or charges, is available in the Office. Applicant will be liable for all repairs or replacement in the event the special items are damaged.
- 6.13 Musical Instruments.** Applicant must sign the Musical Instrument Use Form agreeing to abide by all requirements for using the musical instrument reserved. A deposit is required and will be returned, provided the instrument is determined by UUFRC'S Music Director to be without any problems nor requiring tuning following usage. The organ and harpsichord are for church use only and must not be moved or touched to prevent damage. Rentals of the organ or harpsichord for recitals may occasionally be arranged with written permission from the UUFRC Music Director.



- 6.14 Sound and Audio/Visual Equipment.** Applicant must sign the Equipment Use Form agreeing to abide by all requirements for using the musical instrument reserved. The UUFRC sound system and Audio-video projection system may only be operated by a trained person who is approved by UUFRC. No lighting or other special equipment may be installed or patched into the UUFRC without the prior written consent of UUFRC. UUFRC copy machine use is only for materials directly related to UUFRC sponsored-activities.
- 6.15 Photos and Recordings.** Applicant may determine whether to allow photos, audio-visual recordings, and/or social media posts or uploads from the Event. Photos or recordings made for profit or commercial use require prior written permission from UUFRC. Applicant may not post, blog, video or otherwise distribute materials that include any recognizable images of our members and friends, or otherwise violate others' right to privacy, or provide useable information about the layout of the facility. UUFRC is not liable for any damages, suits or copyright infractions caused by Applicant's photos, audio-visual recording or social media use.
- 6.16 After Event Responsibilities.** Applicant is responsible for cleaning up after the Event by end of agreed use hours. The Facility must be left in the condition in which it was found. Rooms must be returned to prior setup and in usable condition. Any equipment or furnishings used must be returned to storage place. All of Applicant's leftover food, drink, decorations and supplies must be removed from the building by the end of the event. At end of use, Applicant should complete and sign the Checkout List and after locking up, put it in the mailbox with the key(s), if a UUFRC Supervisor is not present.
- 6.17 Publicity and Advertising.** Applicant shall not imply in any way that UUFRC is sponsoring the Event; and the UUFRC name, logo, or likeness may not be used in promotional or other literature used or distributed by Applicant, other than references to the location of the Event. Applicant may not advertise to or contact our neighbors, without written permission from UUFRC.



7 Alcohol and Substances Policy

- 7.1 Written Permission to Serve Alcohol.** Applicant may not serve, furnish, or distribute alcoholic beverages of any kind without the prior written consent of UUFRC. This includes the use of alcohol in any food or drink, such as fruit or Jell-O, etc.
- 7.2 Alcohol License and Insurance Requirements.** If such permission is granted, Applicant shall be solely responsible for obtaining all licenses, permits or other authorizations required by the State, and for obtaining insurance satisfactory to UUFRC. Copies of all required permits or licenses and documentation of insurance must be submitted to UUFRC at least five (5) business days prior to any Time of Use. If the copies of permits and insurance are not received in a timely fashion, no alcohol may be served, furnished, or distributed, even if originally planned.
- 7.3 Liquor Liability Insurance.** If written permission to serve alcohol is given by UUFRC: Applicant, or any vendors or services working for them, must provide UUFRC with Evidence of Insurance (Commercial General Liability) that covers liquor liability. Insurance coverage must have coverage limits of not less than \$1,000,000 per person and \$2,000,000 in the aggregate naming "Unitarian Universalist Fellowship of Redwood City" as an "additional insured."
- 7.4 Alcohol License.** In most cases, one-day liquor licenses or other alcohol licenses are required in California when alcohol is served or sold at an event. It is the sole responsibility of the Applicant to procure the correct license and provide proof to UUFRC. Otherwise, alcohol may not be served, even if written permission from UUFRC has already been granted. If the event is an exception where the use license is not required by the state of California and/or local regulations, Applicant must show proof of that. More information at: <https://www.abc.ca.gov/Forms/PDFSp.html>
- 7.5 Alcohol Storage.** Alcohol, for drinking purposes, is permitted in the building for up to 24 hours before an event, only if previous arrangements are made with the Administrator. To prevent undue attention or theft, alcohol must be locked up, as directed by the Administrator. UUFRC is not liable for any breakage or theft of alcohol before, during or after an event. Any remaining alcohol must be removed at end of use, or UUFRC will immediately dispose of it.
- 7.6 Nicotine.** Cigarette smoking and vaping are prohibited in the building, on the grounds, and on sidewalks within fifteen feet of any doorway. If Applicant has cigarette smokers or vapers at the event, please designate an outdoor location and provide separate receptacles for waste and ash/embers. Empty receptacles as part of the cleanup.
- 7.7 Recreational Drugs.** Marijuana and other recreational drug use are not allowed anywhere on the property at any time.



8 Key Policy

- 8.1 Eligibility.** People eligible to be considered for key privileges are: someone contracted to use the facility; UUFRC Members and Friends who have made a donation of record within the past 12 months, are otherwise in good standing, and have a demonstrable need to check out a key. The Administrator is the arbiter for key distribution.
- 8.2 Lockup Responsibility.** Keyholders are responsible for closing anything they open with their key. If lock up responsibility is delegated to someone else, be explicit about it. The last one in the building is responsible for checking all the doors and windows in the building, not just the one they opened, following the lockup procedures handout.
- 8.3 Acceptable Key Use:** Keyholder agrees to always abide by the Facility Use policy while on the property; to not make use of the property for private use for themselves or others without permission of UUFRC; to not make duplicates of UUFRC keys; to not let others “tailgate” into the building behind them; to not loan their key to anyone else; and to report lost keys to the Administrator immediately.
- 8.4 Key Return.** Keyholder agrees to return their key within 7 days of when no longer needed, or upon request of the UUFRC Staff or the Board. Such occurrences include: When rental event is over; When UUFRC role changes as a committee chair/member, Open Gate Nursery leader or parent, or other role requiring use of a key; When keyholder’s recurring use of the building for meetings ends; When Keyholder is no longer a service provider to UUFRC (e.g. cleaning crew); When Keyholder needs a key with a different level of access; When Keyholder’s eligibility changes; or when requested to do so by the Administrator.
- 8.5 Key Deposit.** Keyholders are required to pay a deposit before checking out the key. This deposit will be held in escrow and returned upon key check-in. Deposits for UUFRC Members and friends may only be waived by written permission from the Administrator or Minister.

Approved by Board of Trustees on: [date]