



# F I R S T UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE

109 Waring Road • Syracuse, New York 13224-2294 • (315) 446-5940

## **Building Use Information for Outside Groups & Individuals**

### I. Reservations

- A. Check the date with the Society Office Administrator as soon as possible to be sure there are no scheduling conflicts.
- B. When date(s) and room(s) are finalized, request to have the event entered on the Society's calendar(s).
- C. Call the Society office to arrange for signing the Building Use Reservation form and Building Use Contract, payment of fee(s) and obtaining a key to the building.

### II. Date Restrictions

Use of the Sanctuary on Saturday night will be limited to Society sponsored functions. Society use of specific rooms will take precedence although every effort will be made to provide satisfactory accommodations for users in an alternate room.

### III. Beverages

- A. Outside groups or organizations renting space at First UU for parties, weddings etc. are prohibited from serving alcohol at the event unless there is a caterer who has a license and appropriate insurance to serve alcohol.

### IV. General Information/Responsibilities

- A. Organization showing disrespect for Society property will be denied its use. Room(s) and their contents must be restored to the original location by the user (including chairs and tables). Lights must be turned off and windows and doors locked before leaving. Thermostats must be turned down to 60 degrees.
- B. Smoking is not permitted in the First UU building.
- C. Groups unfamiliar with the building, and other groups at the discretion of the Building Use Committee, may be asked to arrange through the Office Administrator to hire the Society custodian or a qualified substitute to facilitate building use.
- D. All building requests by outside groups will be approved by the Building Use Committee or the First UU Board of Trustees.
- E. Building use fees may be lowered or waived upon petition of and approval by the Building Use Committee.
- F. In case of emergency, please contact Jim D'Aloisio at 315-391-5459 (cell)