

## **MORRISTOWN UNITARIAN FELLOWSHIP RULES AND REGULATIONS FOR THE USE OF PREMISES**

**A copy of the “Acceptance of Rules and Regulations” is included in the Rental Contract. An additional copy is included for other contractors including caterers or musicians. Failure to complete and submit this document prior to the rental date may result in cancellation of event.**

### **Payments**

Half of the total rental amount is due with the signed contract and is non-refundable. The “Acceptance of Rules and Regulations” agreement is due with the remaining rental amount and any other paperwork, including insurance forms 14 days before the event. Failure to submit the remaining balance and/or the appropriate paperwork may result in cancellation of your event.

There is a \$15 fee for any returned or declined check.

### **Scope and access**

Only the specific room or facilities reserved may be used and only for the time contracted. Reservation time must include setup and cleanup. Access to the building is not guaranteed outside of the contracted time.

All events must end by 10:30 pm and the building must be vacated by 11:30 pm.

### **Insurance**

Organizations and groups not affiliated with MUF must at all times maintain a commercial general liability policy or equivalent, with at least \$1 million per occurrence and \$1 million aggregate limits of liability insurance. This policy must name Morristown Unitarian Fellowship as an additional insured and must be primary and non-contributory relative to coverage provided by the Fellowship’s policy. Evidence of this insurance must be provided to the Fellowship upon origination of the rental agreement and at any other time as requested by the Fellowship using a standard certificate of insurance form. The certificate of insurance must include a statement specifying Morristown Unitarian Fellowship’s status as an additional insured and include the primary and non-contributory wording referenced above.

If alcohol is served at any event by an organization in the business of manufacturing, distributing, serving, furnishing or selling alcohol, in addition to the above requirements, that organization must also provide evidence of a liquor liability policy with limits of insurance of at least \$2 million for each common cause or occurrence and an aggregate liability limit of at least \$2 million.

### **Advertising**

You group may publicize your event, but may not imply, in any manner, that there is sponsorship by or affiliation with the Fellowship. You must provide contract information other than the office.

### **Parking**

Parking on the premises shall be permitted in the main lot off Normandy Heights and the lower parking lot off Columbia Turnpike. Parking on Normandy Heights Road is limited to the same side of the street as the Fellowship. There is no parking on the side of the street opposite the Fellowship, on lawns or driveways, on the side streets of Normandy Heights Road, or in the spaces specifically reserved for the MUF staff.

All groups are responsible for supervising their own parking. Events of broad public interest or those advertised on TV or radio are required to hire a traffic officer. Off-duty police are available through Morris Township Police Department.

**Minors**

All activities involving minors shall be properly chaperoned, and the responsible adults' names shall be included in the application.

**Furniture and Decorations**

The Fellowship requires a staff custodian to be on the premises during major events to supervise building use, deal with emergencies and provide final clean-up. In the case of hired caterers, the caterer should be instructed to set-up tables and chairs in consultation with the Fellowship staff. The user will also consult with staff concerning delivery and later pickup of rented chairs, tables, dishes, glassware, flowers, etc.

The Fellowship is not responsible for items left in the building or on the grounds.

Tents may be rented and erected on the patio for most scheduled events. Permission to erect tents on Friday and removal on a Monday is usually possible but must be arranged and confirmed with the Administrator.

Decorations: Consult with the Administrator. Nothing is to be placed on the acoustic panels in the Great Hall. Light use of masking tape in other rooms may be permitted after consultation with or under the supervision of the custodian or Building Manager. No tape or staples may be used anywhere. If renters wish the Fellowship staff to remove extensive decorations at the end of the event, arrangements for additional payment for staff time shall be made in advance.

No furniture may be moved out of the Library. The piano in the Terrace Room may not be moved out of the room. Any item moved out of place must be returned to its original position by the renter or caterer.

All rental equipment must be restacked in appropriate storage areas. Trash and garbage is to be bagged and deposited in the dumpster. Recyclables are to be placed in the appropriate receptacles outside by the dumpster. Cardboard boxes are to be flattened and placed with the other recyclables.

**Climate Control**

Only the Meeting Room is air conditioned; the rest of the building is not. Electric fans may be brought in, but consultation with the Administrator is required. Space heaters may not be used. The fireplaces may not be used.

Heating and air conditioning controls shall be left as found, unless specific instructions have been issued by Building Use or a staff representative.

**Equipment**

Audio/Visual equipment may be available for a separate fee, contact administrator for more information.

**Music**

Use of pianos and harpsichords must be approved by our Music Director and may be subject to fees. Music must stop no later than 10:30 p.m. There shall be no amplified music outside, in front of, or at the sides of the building. When there is amplified music in the building, it must be kept at a level which will not disturb the neighborhood. Doors and windows to the front and sides of the building shall be closed.

**Food Restrictions**

No food or beverages are permitted in the Meeting Room. The Library is not to be used for food service (such as buffet or bar).

**Smoking and Flames**

No smoking is allowed in the building. Smoking is permitted outside.

No fires may be lit in the fireplaces.

All candles must be encased in glass. Luminaries (sand candles) may be used on the grounds only with

custodial supervision.

### **Alcoholic Beverages**

All service of alcoholic beverages shall be in accordance with the laws of the State of New Jersey and shall have prior approval of the designated MUF staff representative. If any admission charge, entrance fee, or donation is required for an event, there shall be no alcoholic beverage served unless a permit is obtained from the Township of Morris and approved by the State ABC.

### **Raffle Events**

Raffles may be held only with the prior approval of the Township of Morris from whom a formal application is required.

### **Kitchen Usage**

Your group must provide their own paper products and tablecloths. If you have chosen to rent tablecloths, the fee will be included in the contract.

Full use of the kitchen includes all dishes and utensils, as well as appliances. You must wash and clean the dishes.

Light usage includes counter use, refrigerator use and coffee maker only.

All renters must provide their own coffee, sugar, and creamer.

### **Carbon Footprint**

Your group agrees to be mindful of the Fellowship's commitment to sustainability and the reduction of its carbon footprint. You agree to join the congregation in this effort and will pay attention to the materials you use in the course of your event. You will use as little Styrofoam as possible, and ensure that all recyclable materials are disposed of correctly.

### **Our Mission and Covenant Statement**

We the members of the Morristown Unitarian Fellowship, mindful of the rich diversity and essential oneness of human experience, covenant to weave the fabric of community from the strands of our separate lives. This is our pledge:

- To create for ourselves and our children a spiritual home that will nurture, challenge, and offer us renewal.
- To seek what is true even as we celebrate the mystery of existence.
- To reach out to all who share our liberal religious values and participate in the broader Unitarian Universalist movement.
- To work for social justice and the well being of our planet Earth.

*Our spaces are available to groups whose principles do not conflict with our values of freedom and dignity for all.*