



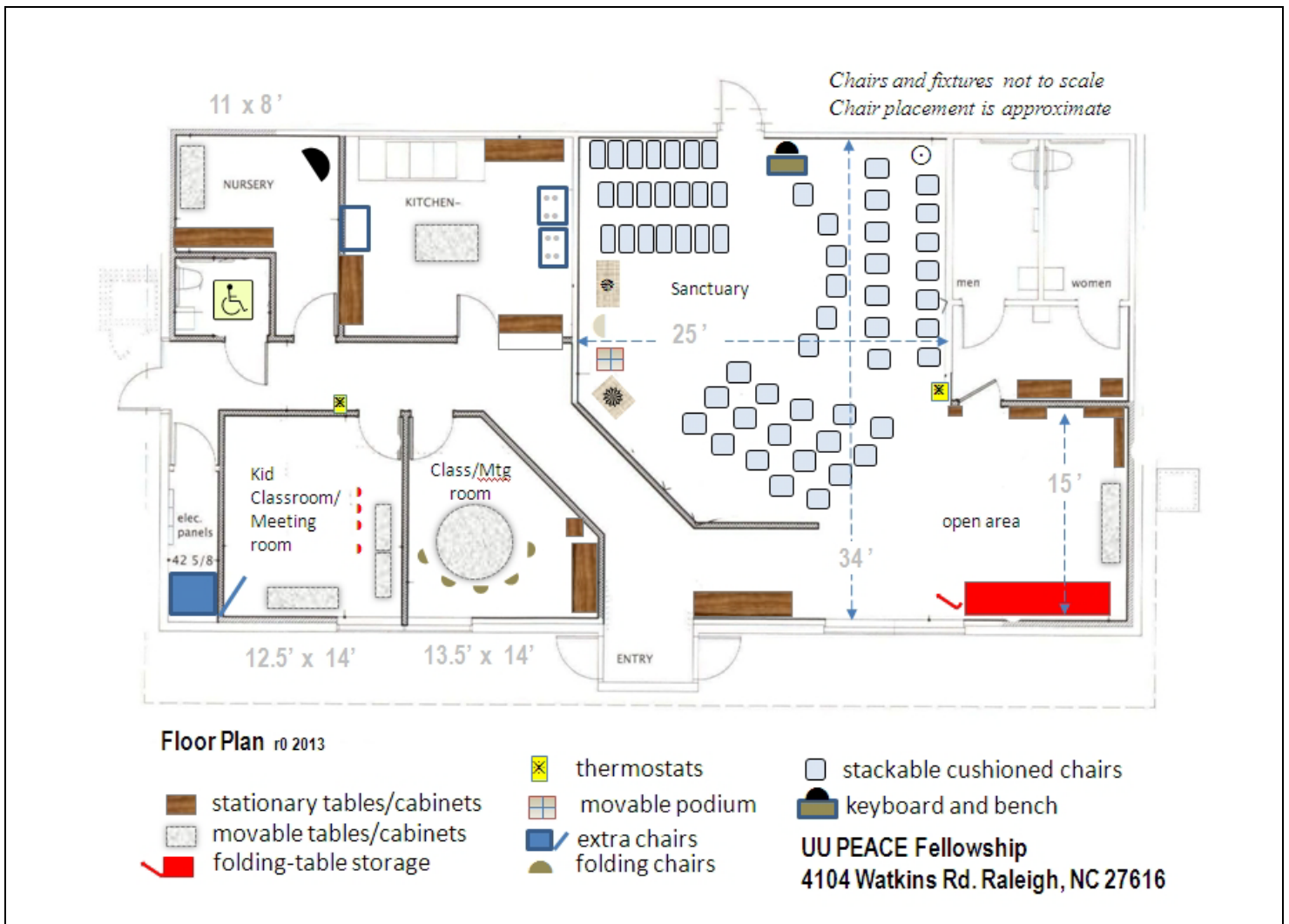
This Guideline is applicable to anyone using the building. If you have any questions or there is a rental inquiry (use and/or rates), contact the Building & Grounds chairperson or the designated “[rental agent](#)” for UUPF”

The Building Use Guideline is included in every rental agreement for rooms or the facility use at UUPF.

Building Layout:

Accessibility: no stairs/steps; handicap parking and restroom

Chair placement may vary,



**SMOKING IS NOT PERMITTED INSIDE THE BUILDING OR WITHIN 25 FEET OF THE BUILDING.
 NO RECREATIONAL DRUGS OF ANY KIND ARE PERMITTED ON THE PREMISES;
 NO WEAPONS/FIREARMS, (OPEN OR CONCEALED) ON PREMISES;
 NO FIREWORKS, NO OPEN FIRES OR FIREPITS ON THE PREMISES.**

Occupancy limitations: See the Room and Building Occupancy section.



BUILDING USE GUIDELINE

The Unitarian Universalist PEACE Fellowship (UUPF) facility is located at 4104 Watkins Road, Raleigh, NC, 27616. It is available for rental for weddings, memorial services, meetings and receptions; and by non-profit groups — whose values are consistent with our Unitarian Universalist Principles (www.uupf.org/uua.htm).

Individuals, groups or organizations using the UUPF rooms and facilities must comply with these guidelines and all other applicable municipal ordinances. If you have any questions, please call or email the Rental contact listed at the top of this document.

Renters need to complete and sign a **Building/Room Use Agreement**. UUPF will provide signed copies to the renter. This Rental Guideline document is part of the rental agreement. Single-event rentals range from four hours to a full day. Wedding rentals include a four-hour period on the previous day for set up and rehearsals.

Room and Building Occupancy limits:

Main Room: For seated diners, the City of Raleigh has set the Room Occupancy limit to **66** people excluding servers, kitchen, and catering help. You must provide the guest count so that we can arrange for the proper number of chairs and tables to be onsite.

Building: The City of Raleigh has set the Building Occupancy limit to **102** people

Facility at a Glance:

Our handicap-accessible building has:

- One large space that combines a main room approx (26' x 26') and a connecting space (15' x 15') approx. This is our Sanctuary and Fellowship Area. It has a movable podium, 50+ cushioned seats with room for more chairs. Municipal Building codes restrict the number of occupants: 66 seated for eating; 100 otherwise.
- Meeting room with folding tables and chairs — space for 2 to 12 people.
- A small room uses primarily as a nursery. (It could be used as a changing room)
- A unisex handicap-accessible washroom in the classroom area; on the other side, separate women's and men's washrooms.
- A Warming Kitchen with the following: Sink; two stoves (for reheating); refrigerator. **Unless specified in the rental agreement, our dinnerware, pans, coffee set ups, etc. are not available for use by renters**

Key access: (If a custodian is not available)

A key will be stored in a lock box attached to the front door. Shortly before your event, UUPF will provide you with the combination to open and close the box. At night, we suggest you have a flashlight handy to make it easier to see the box.

Parking:

On-site parking lot is available for approximately 25 cars. Only in dry weather, and only with prior approval from a UUPF officer, additional parking arrangements might be allowed in the grassy areas. Please be alert to uneven ground. You may want to consider arranging for offsite parking and arrive via a shuttle service to accommodate overflow parking.

Alcoholic Beverages:

You will be responsible for following all state and federal laws regarding permitting requirements and serving alcoholic beverages. To serve alcohol and wine, renters may need to obtain the appropriate NC ABC permit — **One-Time Special Occasion permit:** <http://reports.ncabc.state.nc.us/uploads/resources/ae939b46cc9a4fde8b87e4fb9cec5023.pdf>. Also, check with your caterer who may already have a permit. ABC web site: <http://www.ncabc.com/application/>.

Restrictions:

**NO RECREATIONAL DRUGS OF ANY KIND ARE PERMITTED ON THE PREMISES. NO OPEN FIRES/FIRE PITS
SMOKING IS NOT PERMITTED INSIDE THE BUILDING OR WITHIN 25 FEET OF THE BUILDING.
NO FIREWORKS, NO FIREARMS/WEAPONS (OPEN OR CONCEALED) ARE PERMITTED ON THE PREMISES.
NO SELLING OF ALCOHOLIC BEVERAGES IN ANY FORM.**



Reservations:

To hold a reservation, a signed contract must be both completed and approved. If the contract is signed within 30 days of event date, fees are due when completing the contract. Please start the reservation process by sending your initial inquiry to rentals@uupf.org. **You should allow at least one week for us to process the request.** If the space is available, we will mark your application as “rental pending” and contact you immediately to make final arrangements.

The signed rental agreement form and deposit must be mailed to the PO Box listed in this document. We will notify the rental contact by phone or by e-mail as soon as UUPF accepts the agreement, and we will also e-mail a copy of the signed agreement.

Deposits: Deposits are due and payable when you submit the final paperwork

- Meeting Room — single-event rental: Payment-in-full for room plus a key deposit.
- For Facility Rental — Deposit = \$150.00 (which includes a key deposit).

Cancellations

If your reservation is canceled more than 30 days before the event, your Deposit will be fully refunded. In addition, if we haven't issued you the lock combination or you have returned the key, we will refund your key-deposit.

If you cancel your reservation within 14 business days of your event date, we will refund 50% of your Deposit or \$50.00 whichever is the smaller amount. We will process the refund within 14 business days.

Building Use Rules

1. Kitchen access: Limited to groups who rented the entire facility or the Main Room unless otherwise agreed to in the contract.
 - **Food:** Only reheating of food is allowed. Cook off premises. Any exceptions must be approved in writing.
2. **Outdoor cooking** is generally not permitted. Consult with your Rental Contact.
3. **Smoking** is not permitted inside the buildings or within 25 feet of the building.
4. **On-site Renter during meeting/event:** The renter who signed the contract or an officer of your organization must be on premises for the duration of their event and will be held responsible for the conduct of all guests.
5. **Hanging items:** Use removable painters tape/door hooks to affix decorations.
Not Allowed: Nails, screws, tape, tacks or other fasteners
6. **Storage:** UUPF is not responsible for any equipment or belongings left in the building. Please speak to your Rental contact for any exceptions/approvals.
7. **Cleanup:** Please bring cleaning supplies.
 - Renters are responsible for the cleanup and removal of all decorations, garbage, and recyclables. We will provide garbage bags
 - Unless otherwise stated, all tables and chairs must be cleaned and restored or repositioned to match the room diagrams
8. **Extra Cleaning if done by UUPF:** Any excessive cleaning or damages will be deducted from the deposit or billed if necessary. Cleaning beyond what is covered in the contract will be charged at \$15 per hour.
9. **Candles:** Lit candles must be contained in glass containers.
10. **Music and Noise:** All occupants and guests must be respectful of surrounding neighbors and keep outside noise to a minimum and amplified music to a reasonable level. **Music that can be heard from the outside must end by 9 pm in consideration of our neighbors.**
11. **Ending time:** All renters, guests and vehicles must be off the premises (building and parking areas) by 10:00 pm. No use is to be extended beyond the contracted times which includes time for setup and cleanup.
12. UUPF reserves the right to terminate any event while in process if these any rules or guidelines are not followed.

Room Rental rates: Note: All Building/Premise rentals end by 10pm

\$380	Wedding: Entire Facility: (Wedding day 5 hours; plus a 4-hour use of the building the evening before the event day; use of keyboard)
\$150	Half-day: Entire Facility: (6 hours) For example: 7–1, 12–6, 4–10 (Non-profit rate: \$100)
\$200	Full-day: Entire Facility: (12 hours) For example: 7–7, 12–6, 4–10 (Non-profit rate: \$150)
\$20/hr	Meeting/Reception: Entire Facility: (up to 4 hours) _____(Non-profit rate: \$15/hr)
\$10/hr	One-time classroom use — per classroom. Non-profit rate: Please discuss with the Rental Contact.