



# Oak Ridge Unitarian Universalist Church

809 Oak Ridge Turnpike, Oak Ridge, TN 37830  
 865-483-6761 [Office@oruuc.org](mailto:Office@oruuc.org) [www.oruuc.org](http://www.oruuc.org)

## Rental Fees

- All events must conclude by midnight
- Maximum duration of events is 7 hours (unless authorized by office staff)

Room	Rental Fees
Sanctuary	\$200.00 first 3 hours \$50.00 per hour after 3 hours
Grand Piano	\$50.00 (excluding tuning)
Pavilion/Fire Pit	\$200.00 first 3 hours \$50.00 per hour after 3 hours
Social Hall	\$60.00 first 3 hours \$30.00 per hour after 3 hours
Kitchen	\$20.00 per hour 3 hour min.
Hearth Room/Kitchenette	\$25.00 per hour 3 hour min.
Classroom	\$50.00 first 3 hours \$10.00 per hour after 3 hours
Conference Room	\$60.00 per hour
Sound Person	\$35.00 per hour
Sexton	\$25.00 per hour entire duration
Sexton #2 if required	\$15.00 per hour during event only
<b>Chancel Clearing</b>	
<ul style="list-style-type: none"> <li>• To clear anything off of chancel excluding risers and piano.</li> </ul>	\$25.00
<ul style="list-style-type: none"> <li>• Rearrange pews.</li> </ul>	\$50.00
<ul style="list-style-type: none"> <li>• Completely clear chancel &amp; move piano to the back corner.</li> </ul>	\$75.00

## Advertising and Public Relations

1. The individual or group hosting an event that is open to the public must clearly state its sponsorship in all advertising and social media posts.
2. Sponsorship by ORUUC must not be stated or implied.
3. Advertising and posts must list the sponsor's phone number and a personal contact within the host organization. *Do not list ORUUC as a contact for information purposes.*

## Fees

1. **Rental Fees and Damage Deposit:**
  - a. A refundable deposit must be paid when the application is signed.
  - b. All other fees must be paid at least 5 business days before the event.
  - c. The deposit will be returned after the property is inspected following the event if there is no damage to the rooms, property, or grounds; rooms are clean; and trash is disposed of properly.
  - d. If the event is cancelled, the deposit and any applicable fees will be returned.
  - e. If the deposit is not picked up from the church in thirty (30) days, it will be considered a donation to the church.
  - f. If a check is returned for insufficient funds, the applicant will be responsible for all applicable fees. If the matter is not settled in a timely manner the event will be removed from the calendar. Future events will not be scheduled until the deposit and any applicable bank fees are paid.
2. **Sexton:**
  - a. An ORUUC Sexton or a designated ORUUC member must be on site, including the set-up and clean-up time, during an event if the event does not take place during normal church office hours. If the event occurs during office hours, the requirement may be waived at the discretion of ORUUC Administration.
  - b. Any event with more than 60 people attending requires a second sexton; this person must be present only during the event, not during set-up or clean-up.

## Directions for Facility Use Before, During, and After the Event

ORUUC has a tradition of sharing our space with others. Please respect our church home.

1. **Parking:** all vehicles must be parked in a designated space except during loading and unloading. The Circle Drive must be kept accessible in case of emergency.
2. **Smoking:** smoking is not permitted anywhere within the building or on the grounds except for a designated smoking area outside the building.
3. **Building Access:** access to the building is restricted to the space reserved. Entry to other areas is not permitted.
4. **Child Care:** responsible adults must supervise children and youth at all times. Child care must be provided for children age 12 and under, if they are not with their parents. Outdoor activities also must be supervised by an adult at all times and are at the user's own risk. The supervising adult must enforce the playground rules posted on the playground fence.
5. **Decorations:**
6. Ensure that all candles have protective measures against dripping.
7. No nails, tacks, tape (including florist tape) or adhesives of any kind are to be used on walls, woodwork, pews, etc. in any part of the building. Plastic clamps may be used at the ends of ribbons.
8. Helium balloons and fog/smoke machines are not allowed.
9. Bulletin board materials must be left in place; the boards may be carefully covered.
10. **Sanctuary:** Books or literature may not be removed from the pews. Furniture and equipment on the chancel or in the sanctuary may be moved only by authorized church staff or member(s).
11. **Piano:** The piano is tuned. If it does not meet the user's standards, notify the church office for the name of the ORUUC-appointed technician who is a trusted professional.
12. **Floors:** Clean up any food or drink spilled on the floor immediately. Do not use rice, confetti, rose petals or anything else that might cause people to slip and fall. Birdseed or bubbles may be used outdoors. Nothing of this sort should be used indoors.
13. **Sound Equipment:** Use of the church sound equipment in the social hall or sanctuary requires explicit permission and training from the sound crew team lead, or his/her designated representative. Attention to the

security of the equipment and the safety of the participants and audience must be followed. Fees may be required.

14. **Use of Kitchen: Instructions for Use of the Kitchen must be followed. They are posted on the front of the cabinet behind the double doors leading to the Social Hall.**
  - a. *If kitchen is not reserved or rented:* the kitchen is available on a shared basis with ORUUC, at no charge, for staging purposes only. This includes use of the counter-tops, sinks, and microwave for re-heating in containers brought by the user. Refrigerators may be used on a limited basis if authorized by ORUUC. Stoves, dishwasher, ice-maker, refrigerator and dishes are available if the kitchen has been rented.
  - b. *If kitchen is rented:* the user has exclusive use of the kitchen. Stoves, dishwasher, ice-maker, refrigerator, microwave, and dishes may be used. Users and caterers must remove all their equipment and trash immediately after the event.
  
15. **Condition of Building and Grounds after Event:**
  - a. *Building:* the building, including restrooms, should be left in the same condition as the user found them. Return chairs, tables, and other items to their original place. Follow diagram in kitchen for Social Hall arrangement. Diagram is kept on the counter in the kitchen behind the double doors leading to the Social Hall.
  - b. *Trash: all trash from inside the building and on the church grounds must be put into bags and placed in outside trash containers* that are located inside the wooden fence surrounding the small building in the corner of the parking lot. Trash can liners should be replaced. If all containers are full, it is the user's responsibility to remove their trash from the premises. Do not leave bagged or un-bagged trash on the ground.
    1. All cans, plastics, and cardboard should be placed in the recycling bins that are located near the trash containers. Recyclable glass and plastic bags are no longer picked up curbside in Oak Ridge. Please either place in trash bins or take to recycling center.
  - c. The last person (sexton, safety team, member, or staff) leaving the building is responsible for turning off the lights and checking to see that **all doors are locked**.

### **Alcohol Policy for Non-ORUUC Events**

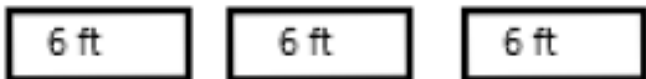
The following policies apply to all ORUUC members, contributing friends, staff, individuals, community groups, and businesses who wish to use or rent church facilities for non-ORUUC- sponsored events at which alcoholic beverages will be served or sold:

1. Every user/renter must sign an Application for the Rental of Church Facilities. A photo ID is required to make a reservation.
2. ORUUC administration must approve the serving or sale of alcoholic beverages at the event.
3. Tennessee laws concerning sale or use of alcoholic beverages, including age restrictions and prevention of intoxication, must be followed.
4. Any user/renter planning to sell alcoholic beverages at their event must obtain State and local permits as required. Permits must be on file at in the ORUUC office at least one week before the events.
5. Non-alcoholic beverages must also be served, and displayed attractively and prominently.
6. If alcoholic beverages are served or sold, food must also be served.
7. Alcoholic beverages are not allowed outside the building for any event except in a designated smoking area.
8. Any leftover alcohol must be removed from the premises after the event.

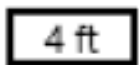
**(Please note that a Special Occasion permit issued from the City of Oak Ridge allowing non- profits to sell beer can take up to 2 ½ months depending on the time submitted and the meeting date of the Beer Board. Contact the City of Oak Ridge Legal Department for information. The Tennessee Alcoholic Beverage Commission Special Occasion permit for non-profits selling wine must be obtained on line. For information go to [www.tn.gov/abc/licensing/liquor-by-the-drink-licenses.html](http://www.tn.gov/abc/licensing/liquor-by-the-drink-licenses.html).)**

Social Hall Entry

Social Hall Entry



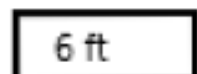
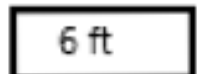
↑ 4 chairs each table ↑



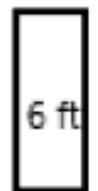
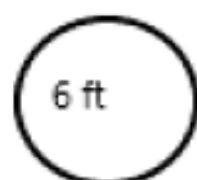
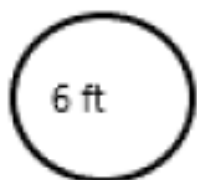
↓ 6 chairs each table ↓



↓ 8 chairs each table ↓



↓ 8 chairs each table ↓



Chair Stack



Maintenance Closet

Chair Stack



Chair Stack

Kitchen



# Oak Ridge Unitarian Universalist Church

809 Oak Ridge Turnpike, Oak Ridge, TN 37830  
865-483-6761 [Office@oruuc.org](mailto:Office@oruuc.org) [www.oruuc.org](http://www.oruuc.org)

## FACILITY RENTAL APPLICATION

One Application per event

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Event Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

What will Facilities be used for? \_\_\_\_\_

Date Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Total Hrs. \_\_\_\_\_  
**This time must include your set up and clean up time.**

Estimated number of participants? \_\_\_\_\_ Is this event open to the public? Yes / No

Will alcoholic beverages be served? Yes / No Will alcoholic beverages be sold? Yes / No

Facilities requested:  Sanctuary  Piano  Social Hall

Hearth Room  Conference Room  Classroom(s) How many? \_\_\_\_\_

Pavilion  Kitchen

**PLEASE NOTE: In the unlikely event that a church function must be scheduled at the same time as your event, we will notify you in advance so that you can make other arrangements.**

As the responsible representative of the requesting organization, I agree to comply with the TERMS AND CONDITIONS. If a check is returned for insufficient funds I will be responsible for all applicable fees. If the matter is not settled in a timely manner, I understand my event may be taken from the schedule and my deposit maybe used to pay outstanding fees.

\_\_\_\_\_ I have been given the ORUUC Alcohol Policy and Terms and Conditions for Building Use.

\_\_\_\_\_  
Signature of responsible representative

\_\_\_\_\_  
Date

FOR CHURCH USE:

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Sexton (s) \_\_\_\_\_

Safety \_\_\_\_\_

Notes \_\_\_\_\_

Check box when entered on calendars.

Facility	Total Hours	Price
----------	-------------	-------

Sanctuary	_____	\$ _____
-----------	-------	----------

Social Hall	_____	\$ _____
-------------	-------	----------

Kitchen	_____	\$ _____
---------	-------	----------

Hearth Room	_____	\$ _____
-------------	-------	----------

Conference Room	_____	\$ _____
-----------------	-------	----------

Classroom(s)	_____	\$ _____
--------------	-------	----------

Pavilion	_____	\$ _____
----------	-------	----------

Sound Person	_____	\$ _____
--------------	-------	----------

Piano	<u>\$50.00</u> ⇨⇨	\$ _____
-------	-------------------	----------

Chancel Clearing	<input type="checkbox"/> \$25 <input type="checkbox"/> \$50 <input type="checkbox"/> \$75 ⇨⇨	\$ _____
------------------	--	----------

Sexton	_____	\$ _____
--------	-------	----------

Sexton (2)	_____	\$ _____
------------	-------	----------

**Sub Total** \$ \_\_\_\_\_ ⇨⇨⇨⇨⇨⇨⇨ Balance Due By: \_\_\_\_\_

Refundable Deposit \$ 75.00 ⇨⇨⇨⇨⇨⇨⇨ Due today.

**Grand Total** \$ \_\_\_\_\_

Payment amount\$ \_\_\_\_\_  Cash Check # \_\_\_\_\_ Date \_\_\_\_\_ Balance\$ \_\_\_\_\_

Payment amount\$ \_\_\_\_\_  Cash Check # \_\_\_\_\_ Date \_\_\_\_\_ Balance\$ \_\_\_\_\_

Payment amount\$ \_\_\_\_\_  Cash Check # \_\_\_\_\_ Date \_\_\_\_\_ Balance\$ \_\_\_\_\_