Facilities Rental Frequently Asked Questions (FAQs)

Policy Statement and Goals
The policies and procedures for reserving and using NVUUUU facilities have been designed to support our mission and values in line with the Seven UUA Principles. We are a liberal religious community. Rentals may be made to any group or function whose purpose, goals, ideals, and philosophies are consistent with the broad ideals of Unitarian Universalism and NVUUU.

For reservation information, availability or tour of the facility
Contact the office at 707.226.9220 or email administrator@uunorthbay.org

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Capacity</th>
<th>Hourly rate</th>
<th>Hourly rate for non-profits, members &amp; paid staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary</td>
<td>includes kitchen area</td>
<td>100</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Starr King</td>
<td>carpeted, with table, chairs, and white board</td>
<td>15</td>
<td>$20</td>
<td>$10</td>
</tr>
<tr>
<td>Clara Barton</td>
<td>carpeted, with table, chairs, piano</td>
<td>10</td>
<td>$20</td>
<td>$10</td>
</tr>
<tr>
<td>Joseph Jordan</td>
<td>set up for child care</td>
<td>8 kids</td>
<td>$20</td>
<td>$10</td>
</tr>
</tbody>
</table>

Deposit
A deposit may be required for all rentals. A post event walk through will be done. If there is no damage and requirements including clean-up have been met, the retainer will be refunded within 30 days. Checks should be made out to NVUU.

Parking
Limited parking is available in front of the building. Street parking is also available.

Use of the Audio Visual Equipment
If the sound system, sanctuary piano or sanctuary organ are to be used, this must be requested in advance.

Internet Access
Wi-Fi is available.

Noise
If you are having a band or any other kind of music, please keep the music at a moderate level. Napa has a noise ordinance beginning at 10 pm.

Tables and chairs
You may use the tables and chairs in the facility at no additional charge.

Use of the Kitchen
The NVUUUU kitchen is for warming only. We are not a commercial kitchen facility. The kitchen must be cleaned after use. There is no additional fee for use of the kitchen, but keep in mind that it may be accessible to other people or groups.
Alcohol Policy
If you are serving alcohol at your event (beer and wine only-no kegs) AND you are charging for it either as part of the ticket sale or as stand-alone sales you will be required to obtain the appropriate permits (an ABC daily permit and RBS certification for people pouring the wine). Copies of such permits must be placed on file with the church prior to the event and must be posted during the event. (If you are hosting a private party, ie, not charging, you do not need any permits.) Renters are responsible for anyone leaving NVUU property while under the influence of intoxicants or in any way impaired to drive.

Decorating Policy
No unattended flame allowed! All decorating must be done on the day of your event, unless arranged otherwise. Please do not attach anything to the walls using glue, nails, pins, scotch tape, etc. Painters tape (blue masking tape) is acceptable. NVUU is not responsible for any missing, stolen, or damaged items left in our buildings.

Insurance requirement
Renters must obtain liability insurance while using NVUU property either by providing a copy of homeowner’s/renter’s insurance or a commercial policy naming NVUU as additional insured. Evidence of insurance must be received by the office 30 days before the event. NVUU reserves the right to cancel the event with forfeiture of deposit if not received within that time.

Contract
When availability has been determined and deposit and certificate of insurance have been received, a contract will be drawn up for renter’s signature.

Additional Building Use Rules
- Firearms, weapons, explosives, incendiary materials, and illegal drugs are prohibited on the entire property. NVUU reserves the right to call the proper authorities if this policy is violated.
- Smoking is permitted in the designated outdoor area ONLY. Please use ashtrays.
- Pets are not allowed inside the building, with the exception of service animals and special worship services. Pet owners must be responsible and clean up after their pets while on the grounds.
- Bicycles are not allowed in the building. Bikes should be locked in the designated area outdoors.
- Children under 12 must be supervised by an adult or child care provider at all times. This includes use of the playground.
- In advertising an event at the facility, no member or group may reference the NNVU name, website, or phone number unless specified in their rental agreement.
- Turn off all lights when finished using a room.
- If using the kitchen, you must wash and put away all dishes, dispose of trash in the appropriate receptacles, and wipe down the counters with the wipes provided.
- Follow the approved lock up procedure if you are the last one to leave.
- Whether using the sanctuary, a meeting room, or the kitchen, leave the room in as good condition or better than you found it.

10/9/2014