

OPERATIONAL POLICY ON BUILDING USE

Purpose: To facilitate the use of our building by congregants and the community in order to further the mission and ends of UU Lansing.

I. Authorization and Priorities for Building Use

A. Approval for Building Use

The building and grounds of the Unitarian Universalist Church of Greater Lansing (the church), located at 5509 S. Pennsylvania Ave. in Lansing, MI are funded and maintained for the sole purpose of incarnating the mission and ends of this religious community.

Approval for building use will be granted as follows:

1. Authorization of Room Use

- The Senior Minister will approve any use of the church by **outside religious leaders** and for purposes of ritual-based events. This approval will be based upon the compatibility with the mission and values of UU Lansing.
- The Senior Minister delegates decisions about **non-ritual-based events and activities** to the Congregational Administrator.
- **Fundraising events**, other than those specifically sponsored by UU Lansing, must be compatible with the mission and values of UU Lansing and approved by the Senior Minister.
- **Lease agreements** for long-term tenants are managed by the Congregational Administrator and require approval by the Senior Minister. The Congregational Administrator will review lease agreements on an annual basis.
- **Right of Refusal:** UU Lansing reserves the right to refuse building use to any individual or group. The Senior Minister and/or Congregational Administrator will make this decision rooted in the mission and values of UU Lansing.

- **Sponsorship:** Building users for non-church-sponsored events acknowledge that their activity is not sponsored by UU Lansing and agree that they will not identify UU Lansing as a sponsor in any literature, advertising, or publicity.
- **Overnight Stays by Outside Groups:** With permission of the Senior Minister and/or Congregational Administrator, outside groups (such as peace marchers) may be granted free overnight stays, so long as there are two adult UU Lansing members in the building at all times, and so long as these guest groups adhere to the building use policy.
- **Political Events:** Any approval of building use for political use or for political candidates shall be in accordance with the Unitarian Universalist Association (UUA) guidelines in the document “Guidelines on Advocacy, Lobbying, and Elections,” (see <http://www.uua.org/action/realrules/index.shtml> or its replacement), and approved by the Senior Minister.

2. Room Assignments

- The Congregational Administrator is authorized to make final decisions related to all room assignments.
- Scheduling of building must take into account the availability of the Custodian, a contracted Key Holder, and/or designated responsible party to ensure compliance with this policy.
- The Senior Minister or Congregational Administrator may withdraw permission for the use of the church. If permission is withdrawn, prompt notice will be given to the individual or group requesting such use.

B. Priorities for Building Use

Building use will be prioritized as follows:

1. Use by the congregation for worship and other church programming, congregational meetings, etc.
2. Use by UU Lansing members for weddings, memorial services, child dedications, or other significant life-transition events. There is no building use fee charged for wedding ceremonies or memorial services held for members (this includes minor children of members).

3. Use by UU Lansing operational teams, governance teams and/or committees, ministry partners (i.e. Southside Community Kitchen and Refugee Development Center) and long-term tenants.
4. Use by UU Lansing members for a non-church event (rental fees apply).
5. Use by individuals and groups not affiliated with UU Lansing.

C. Building Use Fees

Building use revenue is budgeted to as income to pay operational, maintenance, staff, utilities, and mortgage costs, as well as to benefit the mission and financial health of UU Lansing.

1. Building use fees are established by the Congregational Administrator and can be changed at any time. Current rates are maintained by the Congregational Administrator. If a building use activity places additional demands on staff, building resources, equipment, or supplies, additional charges may be assessed to offset expenses.
2. Any decision to reduce or waived fees for use of the church is the Senior Ministers with counsel from the Congregational Administrator.
3. All persons or groups using the church must preserve the building and its equipment as a community asset. Non-church organizations and individuals shall be required to pay reasonable charges for any damages to the building and equipment beyond reasonable wear and tear.
4. For one-time building use, a **booking deposit** of 50% of building use fees plus damage deposit is due when the booking contract is finalized. The remainder of building use fees **are payable one week prior to the scheduled event.**
5. All leasers must sign a long-term or short-term lease administered by the Congregational Administrator (Addendum 1)
6. **Cancellations and return of booking deposit:** Building users must notify the Congregational Administrator of any changes in their reservation. Cancellation less than two weeks before the event results in forfeit of the booking deposit. Cancellation less than one week before the event results in forfeit of all building use fees (excluding the damage deposit).
7. **Set-Up and Clean-Up:** Time needed for set-up and clean-up is included as part of any building use fees and should be included at the time a request for building use is made. The Congregational Administrator must

be notified if removal of furniture from the chancel or rearrangement of chairs in the Sanctuary is necessary.

II. Requirements Concerning Use of Building Space

- A. **Alcohol Use:** Serving of alcohol is prohibited unless permission has been obtained from the Senior Minister (see Alcohol Policy). If permission is granted, the sponsors of such events shall take all reasonable precautions to ensure that there is neither under-age drinking nor drinking to the point of intoxication by people attending an event.
- B. **Service Animals and Pets:** Pets and their owners are welcome to visit the outdoor campus of UU Lansing provided the pet owner:
- Maintains control of their dog or other pet(s) for the duration of the visit.
 - Cleans up after their pet.
 - Makes their visit as unobtrusive as possible to the environs and to other people on the grounds.
 - All animals must be licensed according to town and state regulations, including rabies vaccination.
- UU Lansing will adhere to the American with Disabilities Act (ADA) and welcome all service animals per the guidelines of the ADA. Per the ADA, service animals are specifically dogs and/or miniature horses “individually trained to do work or perform tasks for people with disabilities.”
 - A Service Animal must be in the direct custody of a handler or the person with the disability.
 - There is no requirement that a service dog wear an identifying vest. When it is not obvious what service an animal provides, one may ask only two questions of the handler: a. Is the animal a “service animal” required because of a disability? b. What work or task has the animal been trained to perform?
 - Service Animals are working animals and are thereby welcome in all church spaces indoor and out.

- In the event that a Service Animal is unable to stay on task the handler can be asked to remove the service animal from the premises.
- Unless an animal is trained to perform a specific task it is not considered a service dog.
- Companion dogs that provide comfort and/or emotional support do not qualify under the ADA. The Senior Minister can grant permission to people who wish to bring a companion dog to church-sponsored events provided the owner provides proof the dog has passed the American Kennel Club Canine Good Citizen class and liability insurance of at least \$100,000 for liability plus \$1,000 for no-fault medical payments.

C. Audio-Visual Equipment:

- Use of the audio-visual equipment located in the Sanctuary (includes sound, stage lights, and/or projection) requires the services of an authorized church sound technician and may require a separate fee.
- Anyone wishing to show a film that is protected under the US Federal Copyright Act must submit the appropriate license and/or written permission with their Room Request Form.

D. Candles: Prior approval from the Senior Minister is required for the use of candles or other open flame devices.

E. Emergency Egress: To ensure compliance with fire and safety regulations, building users will ensure that exits and egress routes are free of obstruction at all times. Unlocked exterior doors shall not be left unattended.

F. Fire Pit: Prior approval by the Congregational Administrator is required for use of the fire pit. The fire pit must be used in accordance with Lansing Fire Department requirements.

H. Weapons: Firearms and weapons are prohibited except when carried by law enforcement officers.

I. Prohibited activities: Possession and use of illegal drugs, unauthorized flammables, or fireworks (including legal fireworks) are prohibited on UU Lansing property.

J. Smoking: No smoking or vaping is permitted in UU Lansing buildings. UU Lansing permits smoking for 12-step renters in designated area.

K. Food and Drink in the Sanctuary: Food and drink (with the exception of water) are not permitted in the the Sanctuary. To prevent infestation all building users that serve food will ensure thorough cleaning after serving.

L. Kitchen Use:

1. Approval for use of the sanctuary, social hall, atrium, classrooms and/or other meetings rooms does not include use of the kitchen. The kitchen may be reserved, however training is required to use the equipment, including: commercial stove and oven, dishwasher/sanitizer, disposal, etc.).
2. Use of the kitchen to serve meals must be arranged in advance and requires at least one user to understand SafeServ principles.

M. Personal Possessions: UU Lansing assumes no responsibility for personal possessions on church property.

N. Musical Instruments: Planned use of UU Lansing musical instruments must be included in the building use request. Use of musical instruments including the Grand Piano will adhere to the **Grand Piano Usage & Care Agreement** (Addendum 2)

M. Rice, Confetti, Birdseed: The throwing of anything, whether rice, birdseed, confetti, etc., in the church or anywhere on the church grounds is not allowed. UULansing does, however, allow wedding participants to drop flower petals. It is the responsibility of the wedding party to make sure that all petals are removed from the floor after the wedding ceremony.

IV. Key Holders

A. Keys: We issue two categories of keys:

Master Keys: Capable of unlocking all doors on the premises.

Entry Keys: Keys limited to unlocking the entrance doors and do not grant access to areas like the UU Offices, where sensitive information is stored.

B. Process for Obtaining a Key

- The Congregational Administer has sole authority to determine if an individual should be issued a key.
- All keyholders must complete the "Security Training for Keyholders" program (Addendum 3).
- Upon completion of the training, each keyholder is required to sign a "Keyholder Contract" (Addendum 4).
- A key, identified by a unique number, is then assigned to the individual.
- This information is recorded and maintained by the Congregational Administrator.

Approved by Rev. Neal Anderson 9/8/2016

Addendum 1 - Long-term and short-term leases Short term lease currently unavailable

Addendum 2 - Grand Piano Usage & Care Agreement

Addendum 3 - Security Training for Keyholders

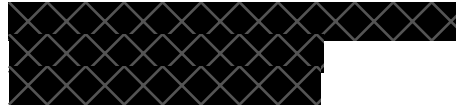
Addendum 4 - Keyholder Contract

Addendum 1



Unitarian Universalist Church of Greater Lansing Lease Agreement

Tuesday, September 5, 2023



Dear [REDACTED]

Greetings from Unitarian Universalist Church of Greater Lansing!

It brings us immense pleasure to embark on this promising journey together. Our shared interests and goals for community betterment and enrichment through the power of music resonate deeply. With this in mind, we have curated a Lease Agreement that we believe will benefit both parties, ensuring a harmonious relationship and optimal utilization of our facilities for your esteemed activities.

Enclosed, you will find the Lease Agreement detailing the terms and conditions of our partnership. We kindly request you to go through it in detail, ensuring that all aspects resonate with your expectations and requirements.

Should there be any points of discussion or clarification, please feel free to approach us. Our objective is to maintain transparency, trust, and mutual respect throughout our association. We eagerly look forward to nurturing this collaboration and witnessing the magic your collective will bring to our premises.

Warm Regards,

Adam Bouverette
Congregational Administrator

Unitarian Universalist Church of Greater Lansing
5509 S. Pennsylvania Ave., Lansing, MI 48911
Phone: (517) 351-4081, Ext. 107
Email: abouverette@uulansing.org
Website: uulansing.org

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Lease Agreement

This Lease Agreement, pertaining to the specific premises described as “Leased Premises”, is made and entered into on this _____ day of _____, 2023, by and between:

Unitarian Universalist Church of Greater Lansing
5509 S. Pennsylvania Ave.
Lansing, MI 48911

AND

[REDACTED]

In exchange for the lease of specific premises provided by the Unitarian Universalist Church of Greater Lansing, henceforth known as “UU Lansing”, to the [REDACTED], henceforth known as [REDACTED], both parties agree to the following terms:

Term of Lease & Usage of Rooms

Weekly Music Rehearsals

[REDACTED] is permitted the use of Room 305 (known as the Sanctuary) for [REDACTED] on the specified dates as follows:

- [REDACTED]

Social Hall

[REDACTED] is permitted the use of the Social Hall and Atrium on the specified dates as follows:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1. **Resource Allocation:** The church allocates resources, including utilities, staffing, and maintenance, based on scheduled activities. Unexpected vacancies can result in resource wastage and unplanned costs.
2. **Lost Opportunities:** When the space is reserved, it is no longer available for other congregational activities, community events, or potential renters. Thus, a cancellation can result in a loss of potential income or community engagement opportunities for the church.
3. **Operational Continuity:** The church often plans its calendar months in advance. Consistent commitment from renters ensures the smooth operation of the church's activities and events.
4. **Financial Stability:** A guaranteed income from booked reservations aids the church in budgeting and financial planning.

Rental Fees

For the designated Leased Premises, [REDACTED] agrees to the following payment terms:

- 3-hour [REDACTED] in the sanctuary [REDACTED], in the Kiva: [REDACTED] per session.
- Use of the social hall for 1.5 hours on top of the sanctuary fee for a group exceeding 26 people: Originally [REDACTED]
- 3-hour retreat encompassing the sanctuary, atrium, and social hall: [REDACTED]
- Storage for one amplifier: [REDACTED]

All rental fees are due by the first day of the month in which the spaces are reserved.

Lease Termination

Either party, [REDACTED] or UU Lansing, can conclude this lease by providing a 60-day written notice. Post the 60-day notification window, [REDACTED] should ensure that all of its belongings, including equipment, furniture, and other items, are cleared from the UU Lansing property. In instances where [REDACTED] chooses to terminate the agreement before its stipulated end date, any advanced lease payments will not be refunded.

Access to the Building

UU Lansing will facilitate building access for [REDACTED] in alignment with the days and timings specified in this agreement.

Usage Terms

[REDACTED] is responsible for supplying all required materials and tools for their events.

UU Lansing holds no responsibility or liability for any of [REDACTED] possessions, including furniture, equipment, or other items, that remain in the building throughout the lease duration.

While the rooms are designated for [REDACTED] use as outlined, UU Lansing retains the prerogative to access or utilize the spaces for alternative functions when [REDACTED] is not occupying them.

In the event of unforeseen circumstances such as HVAC malfunctions, vandalism, storm-induced damages, or other related scenarios, both UU Lansing and [REDACTED] will collaboratively deliberate on alternative space solutions.

Subleasing & Transfer

[REDACTED] is prohibited from subleasing any segment of the Leased Premises or from transferring this lease, either entirely or partially, without obtaining written authorization from UU Lansing.

General Maintenance and Repairs

[REDACTED] is responsible for maintaining the Leased Premises in a clean and tidy condition. Any damages beyond normal wear and tear will be repaired at the expense of [REDACTED]. UU Lansing will handle major structural repairs not caused by the negligence or misuse by [REDACTED].

Dispute Resolution for Lease Agreement

Dispute Resolution for Lease Agreement:

In the event of a disagreement or dispute arising from this Lease Agreement:

1. **Notification & Grace Period:** Should either [REDACTED] or UU Lansing default on any term, including rent payment, the aggrieved party will issue a written notification, providing a 10-day grace period for resolution.

2. **Good Faith Negotiation:** If the issue persists after the grace period, both parties commit to good faith negotiations as the primary dispute resolution method.
3. **Mediation:** If negotiations fail to resolve the matter, both parties are bound to engage in mediation. They will jointly select a neutral third-party mediator, share mediation costs equally, and actively participate with the intention of reaching a mutual agreement. This step is a mandatory prerequisite before pursuing other remedies.
4. **Legal Proceedings:** Only if mediation does not result in an agreement, either party may then seek other legal or judicial remedies available under the law.

All negotiations and mediation sessions related to this Lease Agreement will take place in Michigan, unless mutually decided otherwise by both parties.

Furniture Reset & Restoration

Upon the conclusion of each use of the Leased Premises, or at any time UU Lansing may reasonably request, [REDACTED] agrees to promptly return and restore all furniture and fixtures to their original position and arrangement as they were prior to [REDACTED] use. Any diagrams, photographs, or written descriptions provided by UU Lansing regarding the original setup must be referred to and adhered to. Failure to comply with this provision may result in additional fees or charges, and/or could be considered a breach of this lease agreement.

Parking & Common Area Upkeep

UU Lansing will shoulder the costs associated with a basic cleaning regimen of the Leased Premises. This encompasses routine maintenance tasks like cleaning hallways, vacuuming rooms with carpets, and maintaining the restrooms, among others. It is incumbent upon [REDACTED] to ensure rooms are left neat, discard trash and recyclables as necessary, and apprise UU Lansing of any issues in the restrooms. Should [REDACTED] desire extra cleaning provisions, they can arrange for these services at their own expense. Any proposals related to cleaning scope or regularity, or for the inclusion of other janitorial services, should be relayed in writing to UU Lansing. Upon receiving such requests, UU Lansing pledges to revert with a decision within a span of 10 days.

Should there be significant snow accumulation, UU Lansing has taken the onus, at its own expense, to facilitate the plowing and/or salting of the driveway, parking spaces, and pedestrian pathways.

Lease Acknowledgment

This document certifies that the party named below has comprehensively reviewed, accepted, and commits to adhering to the terms and conditions delineated in the lease agreement with UU Lansing. Adherence to all specified terms, obligations, and expectations is crucial to maintain the lease's validity.

To confirm this agreement, both parties have signed this lease on _____ (day) of _____, 2023.

Lessee (Tenant):

By signing below, the lessee confirms understanding and pledges to fulfill all stipulated terms and responsibilities within the lease:


Lessee's Name: Printed

Signature:

Date

Lessor (Landlord)

By signing below, the lessor acknowledges the terms of the lease, confirms its accuracy and validity, and signifies agreement to provide the property under the conditions specified:

Name: Printed


Signature:

Date

Addendum 2



Unitarian Universalist Church of Greater Lansing Grand Piano Usage & Care Agreement

Introduction

At UU Lansing, we deeply value our 1923 Steinway Model A piano, which is worth over \$100,000. This treasured instrument was gifted to the church and stands as a testament to our history and the craftsmanship of its era. Those privileged to use our Sanctuary are asked to share in our profound respect for its significance. Our guidelines are more than just rules; they represent our dedication to preserving the piano's rich heritage. Our goal is to ensure its enduring beauty and sound for future generations.

Authorization and Access

General Access: Prior authorization is required to use the piano or the choir chairs. To gain authorization, one must read and sign this “Grand Piano Usage and Care Agreement” and secure approval through the “Grand Piano Usage Authorization” from a qualified UU Lansing staff member.

Overall Care & Handling

Cover Use for Protection

The cover is a primary shield against dust, debris, and potential damages. It's essential to:

1. **Protection When Idle:** Always keep the piano covered when it is not in use to protect it from external elements.
2. **Usage Care:** When you wish to play the piano, carefully remove the cover. It's vital that the inner side of the cover doesn't come in contact with the floor as this might transfer dirt or debris onto the piano when the cover is replaced.
3. **Post-Usage:** Once your session concludes, ensure you replace the cover securely, keeping the instrument protected until its next use.

No Items on Piano

The surface of a grand piano is susceptible to damage from objects. Thus:

1. **General Caution:** Avoid placing any items on the piano, regardless of whether it's covered. The sole exception is music scores, which should be appropriately placed on the music rack.
2. **Lid and Cover Care:** The lid and cover are not surfaces for storage. Placing objects, even seemingly harmless ones like paper, can lead to scratches or undue pressure on the instrument.
3. **Avoid Adhesives:** Do not affix any items to the piano. Sticky residues from tapes, notes, or other adhesives can damage the finish and are challenging to remove without causing harm.

Food & Drink Prohibition

The interior and exterior of the piano are vulnerable to liquids and food particles. Always ensure that no food, drink, or any potentially damaging substances are near the piano. Accidental spills can cause irreversible damage, both aesthetically and functionally.

Lid Care

The piano's lid, while robust, is a component that requires gentle handling.

1. **Delicate Handling:** When opening or closing the lid, do so with care and a gentle touch.
2. **Clear Surface:** Ensure that the lid is free from any objects before moving it to prevent potential scratches or damages.

Clean Hands for Clean Keys

The keys are the most interacted-with component of a piano, and they're white, making dirt and oils very noticeable. Before playing, ensure your hands are clean. This not only preserves the aesthetic of the keys but also ensures they function optimally without dirt or oils obstructing their movement.

Positioning the Grand Piano in the Sanctuary

Positioning a grand piano is critical to ensure its safety, optimum performance, and preservation. Here are the elaborated guidelines on the piano's positioning:

General Placement

1. **Stability Measures:** The piano should always rest on its truck. The truck ensures stable positioning and minimizes the direct contact of the piano's feet with the floor, reducing the risks of damage or wear.
2. **Preferred Setting:** Keeping the piano on the Sanctuary's vinyl flooring is essential. The vinyl flooring provides a smooth, even surface that minimizes the risk of any imbalances or undue pressure on any part of the piano. Moreover, it prevents direct contact with potentially damp or uneven floor surfaces that might harm the instrument over time.
3. **Relocation Restrictions:** Refrain from moving the piano off the vinyl. Should there be a need to place the piano on the carpet, kindly reach out to our staff who will handle the move appropriately.

Relocation Considerations

Before any repositioning efforts, always consult the staff. They have the knowledge and experience to guide the proper movement of such a delicate and valuable instrument.

1. **Humidifier Precaution:** Ensure the humidifier is unplugged before any movement. Moving the piano while it's still connected can cause damage to the humidifier or the instrument itself.
2. **Lid Security:** Before moving the piano, make sure the lid is closed. An open lid can lead to potential damages during movement, not to mention the risk of injuring those moving the instrument.

3. **Original Positioning:** After the piano has been used or if its position has been altered, it should always be returned to its original designated position. This ensures that it remains in the most optimal spot in the Sanctuary, considering factors like humidity, acoustics, and safety from foot traffic.
4. **Post-Movement Humidifier Check:** Once the piano is back in its place, make sure to plug the humidifier back in. Maintaining consistent humidity levels is crucial for the piano's health (as elaborated in "Humidifier Guidelines for the Grand Piano").

Humidifier Guidelines for the Grand Piano

For our Steinway Model A, maintaining optimal humidity is crucial for its health, performance, and longevity. Below are the guidelines and significance of the piano's humidifier:

Significance of Optimal Humidity

1. **Material Stability:** Since pianos are primarily made of wood, which is sensitive to moisture, a consistent humidity prevents the wood from expanding with high humidity or contracting with low humidity.
2. **Sound Quality:** Changes in humidity can cause the wood to shift, affecting the tension on the strings, leading to tuning instability and compromised sound quality.
3. **Prevention of Damage:** High humidity can result in issues like sticking keys, mold on the wood, and rust on strings. Conversely, low humidity might cause the wood to crack.

Function of the Humidifier

1. **Maintain Humidity:** The humidifier ensures consistent humidity levels, protecting against potential damage like wood warping, key sticking, and rusting of internal parts.
2. **Alerts:** If the humidifier's indicator lights blink or turn red, alert the staff immediately to prevent potential damage.

Usage Guidelines

1. **Reconnection:** If the piano is moved for an event, ensure the humidifier is plugged back in afterward. If the piano is near the risers, unplug the humidifier for safety and plug it back after the event.
2. **Check Functionality:** After plugging in, verify the humidifier is working by checking the power strip. If operational, a green light on the power strip will be visible. Modern humidifiers, like ours, have indicator lights located under the keyboard on the left. A continuous green light signals normal function, while blinking or solid red lights indicate issues. Report any non-green lights to staff immediately.

Checking Humidifier Functionality

1. After reconnection, confirm the humidifier's operation by checking the power strip. It's vital as it can be inadvertently switched off. If the power strip is on, a green indicator light will be visible.
2. Modern humidifiers are equipped with indicator lights. Our lights are located underneath the keyboard on the left-hand side. A steady green light indicates normal operation. A

blinking light or a solid red light may signify potential issues. If you see these lights you should be reported immediately to the staff.

Guidelines for Using Risers next to the Grand Piano

1. **Safety Measures:** Using the risers increases the chance of tripping over or damaging the humidifier's cord, as it extends across the pathway. To avoid accidents, disconnect the humidifier when the risers are in use.
2. **Cord Storage:** After unplugging the humidifier, coil the cord neatly and store it in a safe location to prevent tripping or damage.
3. **Reconnection:** After any event involving the risers, always remember to plug the humidifier back in.
4. **Functionality Check:** Once reconnected, ensure the humidifier's functionality by observing the power strip. A visible green light confirms it's working. Our humidifier has indicator lights beneath the keyboard on the left. A steady green light indicates normal operation, while blinking or red lights suggest potential issues. If you notice any lights other than green, inform the staff immediately.

Guidelines on Piano Tuning and Alterations

No Unauthorized Alterations:

1. **Understanding the Craft:** Pianos, particularly models like the Steinway Model A, are intricate instruments. Their tuning and internal mechanisms represent a delicate balance achieved by expert craftsmanship. Any unauthorized or inexperienced alterations can have significant consequences on its performance, sound quality, and overall lifespan.
2. **Restrictions on Self-tuning and Adjustments:** Never attempt to retune or adjust the piano's action, regardless of personal experience or proficiency with pianos. Such activities can inadvertently damage the instrument, disrupt its optimal sound configuration, or even void warranties or service agreements in place.

Why Only UU Lansing's Certified Technicians?

1. **Specialized Expertise:** UU Lansing contracts technicians specifically trained in handling, tuning, and maintaining premium pianos like the Steinway Model A. Their expertise ensures the piano remains in its best possible condition, maximizing its longevity and preserving its rich sound.
2. **Consistency in Care:** Regular maintenance by the same set of expert hands ensures consistency in the instrument's care. This way, any potential issues can be identified early on and addressed before they escalate.

Maintenance Schedules and Protocols

1. **Semestral Checks:** At the beginning of every semester, the piano undergoes a thorough check to ensure it remains in optimal condition. This routine maintenance is vital to address any wear and tear that might have occurred during previous uses.

2. **Pre-Performance Review:** Recognizing the importance of the piano's performance during events, a special review is conducted a week prior to any scheduled performance. If required, re-tuning ensures that audiences experience the best possible sound.

Reporting and Scheduling Needs

1. **Open Communication:** If you believe the piano requires tuning or notice any irregularities, it's crucial to relay your observations to our staff. Immediate communication allows us to address potential concerns proactively.
2. **Scheduling with Certified Technicians:** Instead of attempting any self-corrections, always contact our staff. They will coordinate with our certified technicians to ensure the piano receives the attention it deserves in a timely and professional manner.

By adhering to these guidelines, we ensure that the Steinway Model A at UU Lansing remains a treasured instrument, delivering unparalleled performance for all its listeners.

Reporting Damage: Procedures and Responsibilities

Detecting and addressing potential issues early can often prevent them from escalating into more significant, costly repairs. This is especially true for intricate instruments like pianos where minor problems can have cascading effects if left untreated.

Procedure for Reporting

1. **Documentation:** If possible, document the damage with photographs. This helps our technical team understand the extent of the damage and prepare adequately to address it.
2. **Immediate Communication:** Contact the church's administrative team without delay. Provide details about the damage or irregularity, even if it appears minor or inconsequential.
3. **Financial Implications:** Not reporting damages can have financial consequences. If an issue arises during your period of use and isn't reported, you may be held financially accountable for repairs or replacements. This is to ensure the continuous maintenance and preservation of our prized instruments.

Consequences of Misuse: Upholding Respect and Responsibility

When leasing our facilities, there is an implicit trust that users will treat the instruments with the same care as if they were their own. Abiding by this agreement is a reflection of that shared responsibility.

Potential Consequences:

1. **Immediate Lease Termination:** Violation of the guidelines and agreement can lead to an immediate end to the lease. This is to safeguard our instruments and ensure they are available in their best condition for all users.
2. **Financial Repercussions:** Apart from lease termination, misuse or failure to adhere to the guidelines may also result in additional fees. This could be for repairs, maintenance, or as a penalty for non-compliance.
3. **Church's Discretion:** The final decision regarding any additional fees, or termination of the rental agreement rests with the Unitarian Universalist Church of Greater Lansing. This

underscores the church's commitment to preserving its instruments and ensuring a harmonious environment for all users.

By choosing to utilize our facilities and the grand piano within, we trust that all users will treat this timeless instrument with the reverence and care it deserves. Together, let us ensure that its melodies and legacy continue to enrich our community for generations to come.

Grand Piano Usage and Care Agreement Acknowledgment

This section is specific to those groups or individuals who have been granted permission to use the 1923 Steinway Model A piano within the UU Lansing Sanctuary.

By signing below, the lessee acknowledges having read, understood, and agreed to adhere strictly to the Grand Piano Usage and Care Agreement. Any violations of this agreement may lead to immediate termination of the overarching lease and/or additional fees, as determined by the Unitarian Universalist Church of Greater Lansing.

Lessee's Name: Printed

Signature:

Date

Grand Piano Usage Authorization

This section confirms that the above-named lessee has been granted explicit permission by UU Lansing to use the 1923 Steinway Model A piano as per the guidelines stated in the Grand Piano Usage and Care Agreement.

Name: Printed
Authorized UU Staff Member
Unitarian Universalist Church of Greater Lansing

Signature:

Date

NOTE: If your group does not have permission to use the grand piano, ensure the "Grand Piano Usage and Care Agreement Acknowledgment" section remains unsigned.

Addendum 3



Unitarian Universalist Church of Greater Lansing Security Training for Keyholders

Introduction

The safety and security of our congregation and facilities are a paramount concern for the Unitarian Universalist Church of Greater Lansing. Keyholders play a critical role in maintaining the integrity of our space, ensuring the safety of its occupants, and safeguarding our resources. This comprehensive policy serves as a detailed guide for all individuals entrusted with key access to the church.

Responsibilities and Conduct of Keyholders

General Responsibilities

1. **Maintain a Safe Environment:** Ensure that the church remains a secure and welcoming place for congregants, visitors, and staff.
2. **Secure Entry Points:** Keep all doors either locked or personally attended to at all times.
3. **Account for Occupants:** Be aware of who is in the building and ensure that only authorized persons have access during non-public hours.

Dealing with Strangers and Solicitors

1. **Unauthorized Visitors:** Keyholders are not required to let unauthorized persons into the church. If a stranger seeks entry, kindly inform them that the church is currently closed and recommend they return during public hours or for scheduled worship services.
2. **Requests for Financial Assistance:** The church does not provide direct financial assistance to individuals. If approached for money, keyholders should advise the individual to contact 211, a service that can connect them to appropriate assistance.

Alarm Systems

Fire Alarm Protocol

1. **Immediate Action:** Evacuate the building and assist others in doing so.
2. **False Alarms:** Call SECURATECH (877) 929-2288 to possibly cancel dispatch.

Burglar Alarm Protocol

1. **System Components:** The security system includes sensors on all exterior doors, glass sensors on sanctuary windows, and motion sensors in hallways.
2. **Activation and Deactivation:** Use the keypad located near the office entrance to arm or disarm the system. To toggle the alarm ON or OFF, enter your 4-digit code.

Door Management Procedure

1. **Unlocking and Locking:** Upon unlocking a door, you assume the responsibility to lock it again before leaving.
2. **Testing Doors:** To verify if a door is locked, apply pressure on the door frame rather than the crash bar, as the latter will always open when pressed.

Arrival and Departure Protocol

1. **Sign-in:** Upon entry, sign in on the dry-erase board located near the keypad.
2. **Sign-out and Final Checks:** Before leaving, confirm you are the last one out by checking the dry-erase board and parking lot. Sign out, lock all doors, and set the alarm.

Frequently Asked Questions and Troubleshooting

1. **Can't Arm the System?:** The alarm will identify open doors. Refer to the floor plan to locate and secure them.
2. **False Alarm:** Immediately call SECURATECH (877) 929-2288
3. **Trouble Signal on Keypad:** Notify the Congregational Administrator immediately.

Conclusion

Keyholders are entrusted with a significant responsibility for the safety and security of our community. Your commitment to adhering to this policy is greatly appreciated. For any questions, ambiguities, or concerns, please don't hesitate to contact the Congregational Administrator.

Thank you for your service and dedication to keeping our church safe and secure.

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Addendum 4

UU Lansing Key Holder Contract

Key holders are asked to read and sign this contract, which outlines responsibilities and expectations.

1. The key holder generally will not loan their key to another person. On rare occasions when handing a key to someone else is necessary, the key holder assumes responsibility for whatever happens as a result of loaning the key to that person.

If a loaned key is copied without authorization of the Congregational Administrator, the key holder assumes responsibility for the cost of re-keying the building (\$500-\$1000).

2. The key holder will ensure that there is a person stationed by every unlocked door. Doors propped open also will be attended at all times. Key holders are encouraged to lock doors once everyone in their group is inside the building.
3. Before leaving the premises, the key holder will check that the a) office entry, b) kitchen, and c) main entry doors (Atrium) are all locked.

If the key holder responsibilities included use of space in the Religious Education (RE) wing, the key holder will check all classrooms to ensure that exit doors are closed and lights are off.

If someone else is in the building when the designated key holder leaves, he/she will communicate with that person to ensure that all doors will be locked and lights will be shut off.

4. The key holder will return the key to the Congregational Administrator when their need for the key ends or when requested to return the key by the Congregational Administrator, Senior Minister, or a member of the Board of Trustees.

By signing this contract, I understand and accept the responsibilities and expectations outlined above:

Key holder: _____ Date: _____

