

Unity North Atlanta
Policy and Procedure

Policy Name: Collaborative Event Policy	Date Created: July 6, 2017
Policy Number: UNAC 170003	Date Approved: October 19, 2017
Category: Facility Management	Expiration Date: October 19, 2020
	Approved by: Finance Committee Board of Directors

Purpose of Policy: To clearly define the Unity North Atlanta (UNA) spaces available for collaborative use and the guidelines for usage and the associated fees.

Definition of Collaborative Use: Space used by individuals or groups that is expressly for fairs, lectures, movies, spiritual workshops, classes or other educational events where the revenue will be shared (split) with the Event Organizer. This does not pertain to Rental Events (refer to Policy UNAC 140003) or UNA/Ministry Events (refer to Policy UNAC 140001).

Procedures for:

1. Requesting Space

- a. Complete online Event Proposal Form (see **Appendix A**)
- b. Office Manager brings requests to Staff Meeting where they are discussed for:
 - i. Mission/Brand relevance
 - ii. Calendar availability
 - iii. Financial worth and compensation
 - iv. Sales and Promotion
 - v. Staff Support
- c. Office Manager will inform Event Organizer of Staff's decisions regarding the above.
- d. If the Staff agrees to move forward with the Event, the Facility Manager will draw up an Agreement for the Event as set forth below.

2. Agreement (see **Appendix B**)

- a. Facility Manager will provide a written, detailed agreement for the Event Organizer to sign.
- b. Agreement is a binding document holding all parties responsible for a successful event. After it is signed by both parties, any changes to the agreement must be approved by the Executive Director or the Spiritual Leader.
- c. The Agreement will include (but is not limited to):
 - i. Name of Event, Date(s), Time(s) and Location(s)
 - ii. Name of Event Organizer and name of Staff Support Lead
 - iii. Financial Agreement (see No. 3)
 - iv. Equipment Requirements
 - v. Promotional Responsibilities

vi. Building Use Responsibilities of Event Organizer

3. Financial Agreement

- a. Collaborative Events are considered Splits. A Split is defined as a pre-determined split of gross revenue and expenses.
- b. The Split is determined by the Staff and agreed to by the Event Organizer by way of the Agreement (see No. 2)
- c. **All funds are managed by the Staff Support Lead or other designated Staff Member.**
- d. The Event Organizer will maintain all receipts for reasonable expenses incurred. These receipts are to be turned into the Staff Support Lead at the end of the Event.
- e. All receipts for expenses are given to the Accounting Manager along with all revenue from the Event within five (5) days of the close of the Event. Revenue is turned in as it is collected following UNA policy guidelines. (Refer to Policy UNAC-140001)
- f. Within ten (10) days of the close of the Event, the Accounting Manager will issue a check for the Event Organizer's portion of the Event along with a statement of financial performance.

4. Event Checklist (see **Appendix C**)

- a. An Event Checklist will be completed during the Staff Meeting when the Event is approved.
- b. The Event Checklist and all documents related to the Event will be stored on the UNA share drive.

_____	_____	_____
Chair, Board of Directors	Printed Name	Date
_____	Diane Glynn	_____
Executive Director	Printed Name	Date
_____	Rev. Richard Burdick	_____
Spiritual Leader	Printed Name	Date

APPENDIX A



Unity North Atlanta (UNA)

4255 Sandy Plains Road – Marietta, GA 30066 – 678-819-9100 – unitynorth.org

Class/Event Proposal Form (Policy UNAC-170003)

Please complete all of the information below as it pertains to your class/event proposal.

Submit via E-mail to officemanager@unitynorth.org

Speaker/Presenter: _____

Business name, if any: _____ Website: _____

Contact name, if different from above: _____

Cell phone: _____ E-mail: _____

Mailing address: _____

Title of proposed event: _____

Proposed Date(s) or Day of week: _____

(UNA cannot guarantee a specific day, however, we will accommodate whenever possible)

Requested event time: _____ Length of event: _____ One Time Event: Recurring Event:

Room preference: Sanctuary: Holy Grounds Cafe: Peace Chapel: Room 7: Other: _____

Please see the Unity North Room Rates Sheet for room descriptions, capacities, and possible additional fees.

Number of attendees (estimate): _____ Will refreshments be served?: _____

Is there a minimum or maximum number of attendees required? Minimum _____ Maximum _____

Equipment requirements (i.e. projector & screen, easel, easel with pad, podium) for this event are:

Additional fees may apply. See the Unity North Room Rate Sheet for details.

Description of the event:

Publicity is the responsibility of the promoter, presenter or facilitator.

Price of Event: Advance \$ _____ At the door \$ _____

Are there any other ticketing or discounted registrations for the event? _____

If yes, please describe:

Financial Agreement:

This event will be a ____/____ split between Unity North and the Speaker/Presenter. All money goes through Unity North with the presenter receiving a check at the address above within 10 business days after the event or after expense receipts are received, whichever is later.

Hold Harmless Agreement

By submitting this proposal electronically with the date of submittal, I agree to provide my event as described in this agreement unless the changes are mutually agreed upon with UNA management. I accept full and complete responsibility for any loss or damage to any equipment, materials, furnishings, or any other property belonging to UNA. I also understand that no responsibility for loss, theft, or damage for any of my equipment or technology will be assumed by UNA.

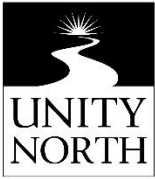
Date Submitted: _____

Signature (type name
if sending
electronically): _____

To Be Completed by UNA Office Only:
_____ No

Approved: _____ Yes

Date(s): _____ Time: _____ Location: _____



APPENDIX B

UNITY NORTH ATLANTA
RENTAL AGREEMENT
(Policy UNAC-170003, UNAC-140003)

This agreement is made the ____ day of _____, _____ between Unity North Atlanta doing business at 4255 Sandy Plains Road, Marietta, GA 30066, herein referred to as "Sponsor", and _____, hereinafter referred to as "Renter".

It is hereby agreed that Unity North Atlanta does grant permission to Renter to use the Unity North Atlanta _____ to be used for the purpose of _____.

Date of Rental _____
Time: From _____ Until _____

UNA staff reserves the right to enter premises during the term of the agreement for the purpose of inspection/monitoring.

It is agreed that the cost of the use of our _____ will be \$_____. The full fee is to be paid _____ days prior to the date of the use of the building and is non-refundable. In addition, a refundable security deposit in the amount of \$_____ is due upon acceptance of this agreement. This deposit will be returned within 10 business days of the rental if the rented space has been left free of garbage, debris, and no damage to nor loss of sponsor's property. Renter agrees that they will pay for all damage occurring to the facility and caused by them, their vendors or their participants during their usage period. The Sponsor agrees to submit a damage report to the Renter within 3 business days of the Rental. Payment for damages must be received by the Sponsor within 10 business days of issuance of a damage report legal recourse may be taken.

PROMOTION AND PUBLICITY:

It is the responsibility of the renter to promote the event outside of Unity North Atlanta Church. Unity North may utilize some internal methods of promotion based on availability of time and if there are no conflicts with church related programs/events.

BUILDING USE:

The building is to be left exactly as it was found, in clean, working order.

All lights that are used will be turned off at the close of the event.

The Facility Manager (Dan Glynn) will open and lock the facility, and can be contacted at 678-644-2138.

No smoking is allowed in the building, and it is the Renters responsibility to enforce this at the event.

Renter is responsible for the conduct of all persons entering the building during the terms of this agreement.

Illegal gambling is prohibited in the building or on the grounds.

Sponsor is not responsible for lost or stolen articles.

Decorations provided by Renter will be permitted by special arrangement and will constitute an additional fee depending on the amount of time needed.

No nails, screws, or other materials which may deface the walls, ceiling or woodwork are permitted.

Painters tape may be used as an adhesive for affixing decorations (except on ceiling tiles).

No furnishings whatsoever may be removed from the building at any time.

Renter agrees that this agreement is being made for the purposes of Renter only! It cannot be assigned to anyone other than the person signing this agreement.

Renter agrees that should he employ an outside catering service, the caterer or renter, will not be permitted to use kitchen facilities other than sinks and one refrigerator.

Absolutely NO ALCOHOL will be permitted without express consent of Sponsor and ONLY under limited circumstances which must be discussed in detail and agreed upon in full.

No confetti, glitter or anything that would be deemed difficult to clean or vacuum up may be used.

Children must be supervised by parent or legal guardian.

Agreed to and Accepted by Authorized Renter, personnel

Name: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

Agreed to and Accepted by authorized UNA personnel

Name: _____

Email: _____

Phone: _____

Signature: _____

Date: _____

APPENDIX C

UNA Event Checklist
(Policy UNAC-170003, UNAC-140003, UNAC-140001)

Speaker/Presenter: _____

Event: _____

Contact Name, if different from above: _____

Phone: _____ Email: _____

Date/s: _____

Time/s: _____

Room/s: _____

Rental: _____ 50/50 Split: _____ Ministry (75/25): _____

Other: _____

Price in advance: _____ Price at the door: _____

Other ticketing or discount options: _____

Point person the day of: _____

Childcare provided?: _____ If so, who: _____ cost: _____

Merchandise table upstairs? _____ Table downstairs? _____

Equipment needed: _____

Easel Pad Whiteboard Podium Trash Cans Table Cloths Projector/Screen Computer

A/V Equipment needed:

Sanctuary: Sound Technician: _____ Video Technician: _____ CD/DVD Duplication: _____

HGC: Microphone: _____

Room Set Up (Configuration, Additional Tables or Chairs): _____

Set up by: _____ When: _____

Will the kitchen be used?: _____ Coffee served?: _____

Rental:

Contract signed:

Rental Fee: _____

Additional Fees: Sound: _____ Audio: _____ Equipment: _____

Other: _____

URL for ticket sales _____

Promotional Graphic and Wording for website: Flyer:

On Google Calendar: On Website calendar:

Other: _____

Split: _____

Tickets:

Online: _____ Paper tickets: _____ List: _____

Other: _____

If, paper tickets:

Who will provide the tickets?: _____

Business Card Numbered tear off stub type Other: _____

Who is keeping track of ticket sales?: _____

When will tickets go on sale?: _____

Advance ticket sales end: _____

Maximum number of tickets?: _____

Sunday Morning sales? _____

Which Sundays & who will be selling?: _____

Selling the day of? _____

Handling the sales: _____

Handling Will Call: _____

Promotion

When start promotion? _____

___ Google Calendar

___ Facebook Event

___ Website

___ Meetup

___ eNewsletter

___ Sunday Announcements

___ Sanctuary Screens

Date/s: _____

___ HGC Screens

___ Event Table

___ Sunday Bulletin - In Color?: _____

___ Press Release

___ Bulletin Board

___ UNA Creating Flyer