

Unitarian Universalist Church Building
Recurring Rental Reservation Form and Policies for Nonprofit Agencies

Today's Date _____	
Step 1 of 4: Fill out information below.	
Name of Group/Affiliation	
Address	
Name of contact:	Email:
Phone number:	
Requested use (specify):	
Requested day(s) and Times	
Number of people expected:	
Step 2 of 4: Place an X next the room requested and desired compensation. Return all forms and fees to church office at least 3 weeks prior to initial reservation date. Contracts start on July 1.	

Room or Area*	Monthly Donation**	Annual Service Project***
Classroom # _____		
Room 101/103		
Room 101		
Room 103		
Fellowship Hall and Kitchen		
Meditation Room		
Sanctuary		
A/V Use †		\$20/hour
Damage Deposit		\$100

* Capacity: Classrooms: 10 – 25 people, Rooms 101/104: 75 people (seated), Fellowship Hall: 150 people seated, 175 standing
 ** To be deposited in the in the church office door mailbox in an envelope clearly marked with your group's name and main contact.
 *** Contact Church Office to get information regarding a church contact for a project.
 † Approved sound technician must be available and paid to use UUC equipment. You may bring your own sound and visual equipment such as microphones, LCD unit, etc.

Received By:
Annual Service Project Church Contact:
Additional Comments:

Step 3 of 4: Read and sign the Church Rental and Use Policy.

UU Church Building Rental and Use Policies

- I. Members of the Unitarian Universalist Church (UUC) encourage the use of our building by individuals and groups within the community who respect the values of our church. The UUC affirms the inherent worth and dignity of every person and as such will deny use of space requests from any individual or group that discriminates on the basis of age, race, ethnicity, gender, sexual orientation, socio-economic status, national origin, disability or age. The UUC reserves the right to deny or refuse use of any space to any group or individual due to staff, administrative, maintenance or safety considerations. *No event will begin without a signed Building Use Agreement and fees paid.*
- II. Requests that are inconsistent with our mission and Seven Principles, conflict with currently scheduled activities, or impact the availability of the facility for UUC ministry will not be approved. Requests that have potential to compromise our 501(c)(3) status will not be approved e.g. participate or intervene in any political campaign (including publishing or distributing statements) on behalf of or in opposition to any candidate for public office.
- III. To reserve a room for a recurrent use, contact the UUC Administrative Assistant at 765-743-8812 for a reservation form. The form will be reviewed by the President-Elect of the Board of Trustees. Some requests may require approval of the Board of Trustees and/or the Minister.
- IV. For nonprofit agencies, the church may allow a reduction or elimination of fees in exchange for a monthly donation or an annual service project to be approved by the President-elect and/or the Board of Trustees. An annual damage deposit is required and will be returned upon cessation of the contract, as long as the Building Rental and Use Policy is followed. The damage deposit must be received **three weeks** prior to the start of use.
- V. Users are expected to leave all facilities and equipment in the same condition and as clean as when received. Only blue tack/poster putty or Command hooks can be used to hang decorations, not tape, thumbtacks, staples, or nails. The UUC Building Use Responsibilities Checklist must be completed every time the building is used. Failure to comply with any of the above will result in the forfeiture of part or all of the damage deposit.
- VI. **Users are to furnish all supplies needed for their event such as plates, tableware, napkins, towels, cups, coffee and coffee makers, drinks, cookware, food, etc.** Any coffee, condiments, equipment, or food stored in the kitchen is for church use only.
- VII. Activities scheduled are to take place *only* within the room(s) rented (*e.g.*, if you have rented only the Fellowship Hall your group may not use the Sanctuary or classrooms).
- VIII. Two adults must be present during activities involving children under the age of eighteen.
- IX. **Tobacco** is prohibited in the building and within 20 feet of any entrance. Permission must be obtained with the application process to serve **alcohol**. State and federal laws must be followed regarding alcohol service and consumption. A special permit may be required by state regulation; if so, the applicant is responsible for obtaining the appropriate approvals. No staff or volunteer of UUC can aid in this process.
- X. **Indemnification/liability:** In consideration of the applicant's use of church space/property/ grounds, the applicant agrees to pay for all damages to any property at UUC, its building and grounds, resulting directly or indirectly from the conduct of any member, officer, employee or guest of the applicant or its invitees. Moreover, the applicant agrees to hold harmless and indemnify UUC from and against any and all liability

that may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person in connection with the meeting or event.

- XI. The UUC is not liable for any loss, theft, or damage to any property of the function sponsor, participants, or attendees. Property left anywhere in or on the UUC premises, during or before the function, is the responsibility of the user. Users must remove all materials at the end of the function: any materials left behind become property of the UUC.
- XII. **Liability insurance:** Some non-UUC ministry building use may require liability insurance covering personal injury and/or property damage depending on the type of event and activities. The applicant will be notified of the requirement during the reservation process.
- XIII. **Telephones** may be used for local calls only.
- XIV. **Candles** are permitted and must be attended at all times.
- XV. **Audio/Visual Equipment** in Room 101/103 or in the Sanctuary may be used with prior authorization and **only** when operated by an approved, trained technician. Failure to adhere to the A/V requirement can result in forfeit of your security deposit and restriction from future building use. The Administrative Assistant (765-743-8812) can provide appropriate contact information. See fee schedule for costs related to A/V use.
- XVI. The **piano** may be used with prior authorization. Our church pianist has the “right of first refusal” for events needing a pianist. Contact the Administrative Assistant at 765-743-8812 for contact information.
- XVII. **I acknowledge and agree to the terms of the above policy, including the donation guidelines and wish to use the UUC building as specified.** I have received and read the UUC Building Use Policy. I will abide by the policies and procedures as well as use only the space and services approved. I understand that only the UUC President-Elect or Minister may authorize changes to the reservation.

Printed Name and Date
Signature:
Approved by UUC:

Step 4 of 4: Read and sign the UUC Building Use Responsibilities and Checklist below. You are to complete the checklist after every use of the building. Failure to do so may result in the loss of your security deposit.

UUC Building Use Responsibilities and Checklist

For all rooms:

- Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up (see photos posted in each room). In the Fellowship Hall, leave up only four tables with folding chairs.
- If garbage cans are full or there is food or food packaging waste, collect all garbage into bags, and take out to the bins in the fenced enclosure. Replace liners. Please bring any recycling outside to the gray bins with yellow lids.
- Wipe off tables, and sweep or vacuum floors if needed. If using the Fellowship Hall, you must sweep the floor. (*Vacuums and brooms are in the Furnace Room next to the fire doors*).
- Remove any items that were brought to the church for your event (equipment, extra food or beverages). Any items left behind become the property of UUC.
- Report any damage to equipment or property promptly to the church office along with this form.

In addition to the above, if using the Kitchen or the kitchen area in 101/103:

- When the event is finished, please take home all of your equipment, supplies, and extra food and beverages. We request that you bring your food/supplies to the kitchen no earlier than the day of the event.
- Equipment:** If your event is not a UU church-sponsored event, funeral/memorial service, or member private event, **you are to furnish all supplies needed for your event** such as plates, tableware, napkins, towels, cups, coffee, coffee makers, drinks, cookware, food, etc. Any coffee, condiments, food, or equipment stored in the kitchen is for **church use only**.
- Clean-up:** Wipe all counter tops and stoves, clean sink, sweep floor, and clean up any spills on the floor.
- Trash:** collect all garbage bags, tied, and take out to the bins in the fenced enclosure (in the playground area). Please do not leave any trash (especially food waste) in the building. Replace liners, located in the cupboard to the far right of the sink. Please bring any recycling outside to the gray bins with yellow lids.
- At the end of the event:** Make sure all doors and windows are closed securely and locked, and all lights are off.

Thank you for your cooperation. These guidelines will allow us to better serve the needs of everyone who uses our building. If you have any questions, you may contact the church Administrative Assistant at 765-743-8812.

Name/Group _____ Date _____