

Unitarian Universalist Church Building Rental Reservation Form and Policies

Step 1 of 4: Fill out information

Today's Date	Are you a member of UUC? Yes ___ No ___
Name of Group/Affiliation	
Address	
Name of contact:	email:
Phone number:	Day of event cellphone:
Requested use (specify):	
Requested date(s) and Times: Prep Time:	Event Time:
Number of people expected:	

Step 2 of 4: Circle the fee for room requested and corresponding fees and write total below.
Fees listed are for 1-5 hours. Rental for 5-8 hours is 150% of fee listed.
Return all forms and fees to church office at least 3 weeks prior to reservation date.

Room or Area*	Member Private Event	Non-profit Agency/ Organization*	Non-member Ministry Use	Non-member Private Event or Member For Profit Event
Classroom # _____	\$20	\$20	\$30	\$60
Room 101/103	\$50	\$50	\$100	\$100
Room 101	\$25	\$25	\$50	\$50
Room 103	\$25	\$25	\$50	\$50
Fellowship Hall and Kitchen	\$60	\$60	\$125	\$250
Meditation Room	\$20	\$20	\$30	\$60
Sanctuary	\$150	\$150	\$250	\$350
Damage Deposit	\$250	\$250	\$250	\$250
Reservation Fee**	\$30	\$30	\$30	\$100
Audio/Visual Technician***	_____ hours at \$20/hr			
TOTAL:				

* Capacity: Classrooms: 10 – 25 people, Rooms 101/103: 75 people (seated), Fellowship Hall: 150 people seated, 175 standing

** Required to place event on church calendar. Fee will be subtracted from the final fee if event occurs and will not exceed room fee.

*** 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: _____ **Date:** _____

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, 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. See page 1 for a fee schedule. Church members will not be charged for building use for all-church events, or for the memorial service/funeral of a church member. A non-refundable reservation deposit is required to have the event placed on the church calendar. This payment will be subtracted from the final fee if the event occurs.

The damage deposit and full fee must be received **three weeks** prior to the event. *See recurring Use of Church Building for information regarding rental of the church by non-profit groups.*

- 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, thumb tacks, staples, or nails. The UUC Building Use Responsibilities Checklist must be completed and returned to the Church Office the day of the event. Failure to comply with any of the above will result in the forfeiture of part or all of the damage deposit.
- VI. If your event is not a UU church-sponsored event or member private event, **you are to furnish all supplies needed for your 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 fee 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.

Name and Date:
Signature:
Received by UUC:

Step 4 of 4: Read the UUC Building Use Responsibilities and Checklist below and sign here to acknowledge that the Checklist must be completed, signed, and returned to the Church Office immediately after the end of the event. Failure to do so could result in the loss of your deposit.
Name/Group_____ Date_____
Signature_____

UUC Building Use Responsibilities and Checklist

**Check off the box next to each item as it is completed, initial the bottom,
and return this form to the office before you leave the building.
Failing to complete the checklist may result in a fee taken out of your Deposit.**

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 to the bins in the fenced enclosure. Replace liners. 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 end of the event:** Make sure all doors and windows are closed securely and locked, and all lights are off.
- UU-sponsored or member private events:** coffee and condiments are to be used only for church-wide events. Wash all dishes used as per posted directions. Wash, dry, and return all kitchen equipment to their designated labeled cupboards. Wash all coffee urns and pots thoroughly. Church members are to take used towels and/or tablecloths home and wash them, return, and put them away.

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 _____

Signature _____