

**UNITARIAN UNIVERSALIST CHURCH OF BOULDER**  
 5001 Pennsylvania Avenue, Boulder, Colorado, 80303  
 Phone (303) 494-0195 Fax (303) 543-9794 E-mail - [www.uucboulder.org](http://www.uucboulder.org)

**Facilities Use Agreement**

(Rev. 11/3/10)

This agreement is between the UNITARIAN UNIVERSALIST CHURCH OF BOULDER (UUCB) and the Responsible Rental User (Renter):

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Primary Contact # \_\_\_\_\_ Secondary Contact # \_\_\_\_\_ Email \_\_\_\_\_

The Renter wishes to engage the premises of UUCB as noted below for the purpose of \_\_\_\_\_

Event date: \_\_\_\_\_ Event Time: \_\_\_\_\_ No. of people \_\_\_\_\_

Special requests (chairs, tables, etc.) \_\_\_\_\_

Church rooms used (circle all rooms that apply)	Sun-Thurs	Fri & Sat	Room start time	Room end time	# of hrs	Cost of room	Discount (5hrs and over)*	Adjusted cost of room
<b>Sky Room</b> (Reception room) <i>Sun: available only after 2:00 p.m.</i>	\$55/hr	\$70/hr						
Sky Room piano	\$10 flat rate	\$20 flat rate						
<b>Earth Room</b> (Sanctuary) <i>Sun available only after 2:00 p.m.</i>	\$55/hr	\$70/hr						
Earth Room piano	\$25 flat rate	\$50 flat rate						
ER sound system	\$25 flat rate	\$50 flat rate						
ER sound system operator**	\$25/hr	\$25/hr						
<b>Kitchen</b> (no charge for coffee or tea preparation)	\$25 flat rate	\$50 flat rate						
<b>Listening Room</b> (Small meeting room)	\$15/hr	\$20/hr						
<b>Classroom 1</b> (Adult meeting room) <i>M-F available only after 5:00 p.m.:</i>	\$30/hr	\$35/hr						
<b>Classroom 2</b> (Multipurpose room)	\$17/hr	\$22/hr						
<b>Classroom 3</b> (Multipurpose room)	\$17/hr	\$22/hr						
<b>Classroom 7</b> (Conference room)	\$20	\$25/hr						
Playground (use at Renter's own risk)	\$10 flat rate	\$20 flat rate						
<b>Damage deposit</b>	less than 50 people \$50	more than 75 people \$100	more than 100 people \$150					
<b>Total with damage deposit</b>								

\* There is a 10% discount on a room rented for five or more hours

\*\* The sound system must be run by a church operator. We cannot guarantee a sound operator will be available. Pledging church members receive a 50% discount on rentals for private events such as receptions and parties.

**Payment Record**

<b>Instructions</b>	<b>Amount received</b>	<b>Check #</b>	<b>Date</b>	<b>Amount owed</b>
A deposit of 50% of the total due is required to book the event				
The remainder is due 7 days before the event. (Rental must be paid in full to receive a key)				
Special charges (for damages, cleaning, etc.):				
Refund of damage deposit: Refund deposit, minus any special charges, after key is returned. Refund will take at least 14 days to process	<u>Damage Deposit amount</u>	<u>Refund amount</u>	<u>Date refund requested</u>	
Cancellation policy: Cancellation less than 30 days prior to the event will result in forfeiture of the booking deposit				

**Key #Assigned:**

**(Office Administrator: Check off all that apply)**

- Piano orientation has been completed.

\_\_\_\_\_ Date \_\_\_\_\_  
Individual authorizing piano use

- Sound operator has been arranged. Name: \_\_\_\_\_

- All applicable appendices have been attached to this contract.

- Check here if the Lease/Rental Committee or Board of Trustees has approved a special room rate.

UUCB authorizing signature \_\_\_\_\_ Date \_\_\_\_\_

**Contract Details**

1. In signing this agreement, the Renter agrees to indemnify UUCB against any loss, liability or claim resulting from use of facility by those engaged in the activity of the Renter as stated here in and not arising from negligence of UUCB. Further, the Renter agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to UUCB property by those engaged in the Renter’s event activities.
2. This building is used as our sacred space. The Renter may not take down or move any items such as flags, banners, or art objects without the permission of the Lease/Rental committee. The pulpit, chairs and tables may be moved but **must** be put back in their original places and order.
3. If renting the piano(s), the Renter’s pianist must receive a brief phone orientation to the piano. In addition the Renter must follow the rules set out by the Music Committee in the Piano Use Policy appended to this agreement.
4. Only the rooms of the church specified in this agreement are to be used by the Renter. Use of non-authorized rooms will result in an additional charge to the Renter. Rooms rented will be used only for the time specified in this agreement. Use beyond the specified time will result in an additional charge to the Renter
5. The Renter may not sub-let the rooms they have rented to any other person or entity.
6. All children and youth will be supervised at all times by an adult representative of the Renter.
7. No pets are allowed in the church.
8. All areas used by the Renter must be cleaned up immediately after use and left in a rentable condition. Cleaning includes wiping off tables and returning furniture, chairs and tables to their original position; emptying waste baskets; and broom sweeping, mopping and/or vacuuming as necessary. Mops and brooms are located in the utility closet next to the bathrooms on the west side of the Sky Room. A vacuum cleaner is located in the closet in Classroom 1. If the clean up is inadequate, the Renter will be charged the Cleaning Service rate of \$50 per hour and the charge will be deducted from the damage deposit. If the charge exceeds the amount of the damage deposit, the Renter will be billed for the difference.
9. UUCB is a Green Sanctuary and committed to the concept of Zero Waste. When using the kitchen all recyclable and compostable items should be separated out following the directions posted and put in the appropriate containers. Trash should be placed in the trash container. Following the event the bag(s) of waste should be deposited in the appropriate dumpsters at the north end of the west parking lot. The dumpsters are labeled as trash, recyclables and compostables. All food belonging to the renter must be removed from the refrigerator, and the kitchen cleaned according to the Kitchen Procedures appended to this agreement.
10. The Renter agrees to lock the building when they leave. If the Renter is the last party scheduled for building use that day, they agree to secure the building following the Building Check-Out Procedure appended to this agreement.

Agreed to by Renter:

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

Agreed to by UUCB:

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

UUCB Office Administrator