

Facilities Use Agreement

(Rev. 07/16/09)

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

Name _____ Date of Request _____

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)*	Adjuste d cost of room
Sky Room <i>Sun available. after 2:00 p.m.</i>	\$55/hr	\$70/hr						
Sky Room piano	\$10 flat rate	\$20 flat rate						
Earth Room <i>Sun available. 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						
Kitchen Facilities (no charge for coffee or tea preparation)	\$25 flat rate	\$50 flat rate						
West Meeting Room	\$17/hr	\$22/hr						
RE Rooms During school year <i>available M-F only after 5:00 p.m.</i>								
RE classroom 2 (w/couches)	\$17/hr	\$22/hr						
RE classroom 5	\$17/hr	\$22/hr						
RE classroom 9 (conference room)	\$20	\$25/hr						
RE classroom 11 (playground access)	\$20/hr	\$25/hr						
Playground (use at Renter's own risk)	\$10 flat rate	\$20 flat rate						
Total								
Damage deposit	For events with less than 50 people \$50	For events with more than 75 people \$100	For events with more than 100 people \$150					
Total with damage deposit								

* 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

Instructions	Amount received	Check #	Date	Amount owed
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 #:

Renter Contact Information

Renter's name	Phone number	Mailing address	E-mail address
Primary	Day		
	Night		
Secondary	Day		
	Night		

Check here if Board of Trustees, or Minister in conjunction with the Board, 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 from the walls, ceilings, windows, pews or floors in the Earth Room (our sanctuary), the Sky Room, the Foyer or the Meditation Room. The pulpit, chairs and tables may be moved but **must** be put back in their original places and order.
3. Removing or moving items in the religious education rooms or conference room may only be done with the permission of the Director of Religious Education, Minister or President of the Board of Trustees. If permission is granted, the items in the rooms and/or areas involved must be put back to their original locations.
4. If renting the piano(s), the Renter must contact UUCB's Music Administration Committee (MAC) chairperson or other delegated representative to receive, by phone, a brief orientation to the piano. In addition the Renter must follow the rules set out by the MAC in the Piano Use Policy appended to this agreement.
MAC Chairperson _____ Phone _____
5. 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
6. The Renter may not sub-let the rooms they have rented to any other person or entity.
7. All children and youth will be supervised at all times by an adult representative of the Renter.
8. No pets are allowed in the church.
9. 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 hall closet next to the bathrooms on the west side of the Sky Room. Vacuum cleaners are located in the storage room diagonal from the Copper doors. 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.
10. 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.
11. 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 or Board member

(Office Administrator: Check off all that apply)

- Piano orientation has been completed.

_____ Date _____
Committee member authorizing use (phone authorization OK)

- Permission to move RE and/or conference room items as noted in this contract.

_____ Date _____
Director of Religious Education or Minister or President of the Board of Trustees
(phone authorization OK)

- All applicable appendices have been attached to this agreement

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