

Unitarian Universalist Church of Tallahassee

2810 N Meridian Road, Tallahassee, FL 32312 • Phone 850-385-5115 • Fax 850-385-5834

E-mail: uutallahassee@gmail.com Website: www.uutallahassee.org

Agreement for Use of Church Facilities

Name of group: _____ Today's date: _____

Type of activity: _____

This is not a fundraiser for a political party .

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Name of user or contact person: _____ Phone: _____

Event duration: One-time Short term recurring Ongoing Event time: _____

If short term recurring or ongoing, how often and day(s) of the week: _____

Event date: _____ Begin and end dates for recurring/ongoing: _____

Estimated number of people: _____ Room: Sanctuary Classroom (_____)

Check all that apply: Serving food Serving alcohol Using kitchen Using UUCT dishes/silverware

User agrees to the total rental fee of \$ _____ Initial payment for one-time or short-term recurring users: \$ _____ (25% of rental fee), due by: _____ (two weeks prior to event)

Cleaning deposit for Sanctuary: \$250 Other rooms: \$50 (to be returned, provided user follows Renter Responsibilities and Information, as noted below)

Indemnification: One-time or short term recurring users agree to indemnify fully and hold harmless UUCT, its officers, employees, and agents, from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which may arise out of or consequent upon use or occupancy of the facility by User, its officers, employees, agents, guests, invitees, the performers or artists it brings in for performances, or consequent upon or arising from User's failure to comply with any laws, statutes, ordinances, codes, rules or regulations, including in connection with such liability caused by, or arising out of death or injury to any person or damage to property, or occurring due to defamation, copyright, infringement, or otherwise. Please initial here _____ to show that you have read and understood this statement.

Insurance: Ongoing (regular, repeat users) of UUCT facilities must obtain and maintain during the term of this Agreement public liability insurance issued by a company authorized to provide insurance in this State, to cover personal bodily injury and wrongful death, as well as property damage liability insurance in the amounts to be agreed upon by the parties in advance. The insurance shall cover all of the User's operations and activities under this Agreement, with no exclusions or deductibles. UUCT shall be named as additional named insured on each policy. Please initial here _____ to show that you have read and understood this statement, and that you have the required insurance. Copy of insurance attached: ____/____/____ Received by: _____

I understand the policies and procedures governing the use of UUCT facilities and grounds, and agree to abide by them. I also understand that I am responsible for any damages to the church, grounds, or furnishings that may occur during this event. I agree to forfeit the deposit and pay any additional cleaning costs if the renter responsibilities are not followed.

Signature of User or Contact Person Date

Signature of UUCT Designated Representative Date

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Renter Responsibilities and Information

1. After your rental fee is paid in full and you have provided a cleaning deposit, you will need to obtain access codes for the keyless entry locks or physical keys. Contact the Office Administrator during office hours for a demonstration of how to operate the keyless locks. Unreturned physical keys will result in a \$15.00 charge.
2. Your rental fee includes the use of the facility and the grounds, including the kitchen if you have rented the Sanctuary. The church does **not** provide linens, food, flower arrangements, or other items.
3. The church's tablecloths, food and drinks (e.g., coffee), and office equipment (e.g., copier) are **not** available for use by renters.
4. The church's pianos are **not** available for use by renters without the approval of the Music Committee.
5. The sound system in the Sanctuary is available for renters, under the following conditions: renter pays the applicable Sanctuary sound system rental fee, and either (1) the renter is trained on the use of the sound system by the sound system coordinator, or (2) the renter arranges for a trained member of the congregation (selected from a list provided by the Office Administrator) to operate the sound system during the event. Renter should contact the Office Administrator for assistance in contacting the sound system coordinator or a trained member of the congregation.
6. You are responsible for removing all leftover food from the premises, cleaning the kitchens and restrooms, and ensuring that all outdoor litter caused by the event is placed in the trash receptacles. No trash may be left beside or on top of the outside trash receptacles. The city's sanitation department will not empty the cans if this happens. You are responsible for disposing of any trash that will not fit in the bins.
7. Smoking is **not** permitted in the church buildings or on the Veranda, but smoking is allowed on the grounds. You must provide ashtrays and empty them before leaving. Cigarette butts found on the premises after your event will incur a cleanup charge against your deposit.
8. UUCT strives to be environmentally responsible. Rice is harmful to birds, so we ask that you use birdseed or bubbles rather than rice at weddings. Please use the designated recycling containers both inside and outside the buildings. See checklist for other items.
9. Alcoholic beverages may be served if requested in this agreement form. Kegs of beer are permitted outside but may not be brought into any of the buildings. You must use plastic drop cloths on the floor under beverage tables to assure that floors and carpets are protected from melted ice. You must remove all bottles, cans, glasses, etc. after the event.
10. You may re-arrange banquet tables and chairs for your event. You may, with approval and instructions, move the lectern or piano* in the sanctuary. You must return the Sanctuary to the setup detailed in the separate instructions and diagram. Please return classrooms to the (approximate) setup prior to your event. (*A piano charge will be applied for unauthorized moving)
11. Light switches for the Sanctuary are located in the foyer area in the northwest corner. Some exterior lighting around the campus turns on automatically. Light switches for the veranda are located near the bulletin boards in access room to kitchen.
12. The thermostat for the Sanctuary is on the wall in the rear (west) near the drop-down service window. In the summer months, you may want to begin cooling the Sanctuary prior to your event. Contact the Office Administrator for instructions.
13. There is a pass-through with drop-down access for serving from the kitchen to the Sanctuary. You must close the pass-through before you leave.
14. If you have any questions or run into any problems, contact any of the following:

Office Administrator (850) 385-5115 or uutallahassee@gmail.com (Monday-Friday during business hours)

After hours (6 p.m. - 8 p.m.) Bonnie Abellera (VP for Management) 850-877-5950 or leonptal@yahoo.com

On-site support staff during your event (TBD): _____ (Sanctuary only)