

Facilities Use Contract

User's Name (Individual or Organization): _____

User's Address: _____

Email: _____

_____ Phone # _____

Authorized Responsible Party: _____

Church Sponsor (if applicable): _____

Event Description: _____

This event will occur (check only one):

1 time only, weekly, monthly, other:(describe): _____

Approximate Number of Attendees: _____

Start Date : _____ Start Time: _____

End Date: : _____ End Time: _____

Space(s) Requested:

- Sanctuary, Lobby, Kitchenette (748 sq. ft.)
- Lobby and Kitchenette
- Tombaugh Gallery (1)
- Library
- Grounds between library and RE Bldg.
- Education Building (EdB) Great Room, Kitchen (749 sq. ft.)
- EdB Red Room (237 sq. ft.)
- EdB Orange Room (sofa, arm chairs) (237 sq. ft.)
- EdB Blue Room (342 sq. ft)
- EdB Green Room (for event child-care) (342 sq. ft)
- EdB Yellow Room (346 sq. ft.)
- Shaded Outdoor Area

Equipment / Services Needed:

- None
- Tables and chairs
- Sound System P/A
- Flat-Screen TV
- A/V Set-up Assistance
- Piano
- Other (describe):

Will you serve alcohol? (see policy):

YES NO

Will you use open flame? (see policy):

YES NO

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Amount of Refundable Deposit: _____

Date Received: _____

Total Use Fees: _____

Date Received: _____

Notes or special instructions: _____

Signatures:

Authorized User: _____

Date: _____

Church Representative: _____

Date: _____

The church will not be liable to Renter or Renter's employees, members, agents, guests, visitors, participants, licensees, concessionaires, or any other person entering or using the church premises or property under express or implied invitation of Renter or the conduct of Renter's business therein for any other persons whomsoever for any injury or damage to property of persons on or about the premises or any area owned by the church caused by the negligence or any other action or inaction of Renter, misconduct of Renter, or arising out of any breach or default by Renter in the performance of its obligations hereunder.

Renter hereby agrees to indemnify the church and hold it harmless for any loss, expenses or claims arising out of such damage or injury. Renter will not be liable for any injury or damage caused by the negligence or misconduct of the church, or its employees or agents, and agrees to indemnify Renter and hold it harmless from loss, expense or damage arising out of such damage or injury. Renter agrees to provide proof of insurance to the church for activities carried out at the church if Renter serves alcohol or engages in other activities which the church Board of Trustees or its assigns deems insurance is required.

Renter agrees to all terms and conditions in this agreement including setting-up and cleaning-up, leaving the property in the same condition as was found prior to the above stated event. Renter also agrees to turn off all lights and secure all buildings when leaving. Smoking is not permitted in the church building at any time. The church reserves the unconditional right to appropriate any part of the building when needed for church use. An attempt will be made to make other space available if such appropriation is necessary, and Renter will receive only a refund of any fees paid and no other compensation. Renter agrees that this entire agreement will also apply to subsequent rentals with completion of a new facility use request.

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Facility Use Fee Worksheet

The following fees may be required for short term or single use. Long term (beyond 4 weeks) contracts are negotiated separately. A \$100.00 refundable custodial deposit must be received by the church office from ANY group planning to use the facilities unless waived by the Congregational Administrator or assignee. An additional refundable deposit of \$250 is required if A/V equipment will be used. If all is in order after the event, the deposit will be returned. Any group exempt from this requirement is noted: _____.

Basic rates: All hourly rates apply to the hour or any part of the hour. The church Board of Trustees reserves the right, based on the size of the event and wear on the facility, to increase or decrease the rental fees at any time:

Rental Space (1)	Members (2)	Not-for profit organizations	Non-members or for-profit organization	Non-profits (25% discount)	Daily cost for <u>recurring events</u>	Daily cost for recurring events non-profits	Refundable deposit	Custodial fee (fee may be waived for members)
	Hourly	Hourly	Hourly	Hourly	Per use	Per use	One-time	Hourly
Sanctuary, Lobby, Kitchenette (748 sq. ft.)	37.50	37.50	\$75	\$56			\$100	\$15
Lobby and Kitchenette	\$20.00	\$20.00	\$40	\$30			\$100	\$15
Tombaugh Gallery (1)	\$25.00	\$25.00	\$50	\$37.50	n/a		\$100	\$15
Library	\$20.00	\$20.00	\$40	\$30			\$100	\$15
Grounds	\$25.00	\$25.00	\$50	\$37.50	n/a		\$100	\$15
Education Building (EdB) Great Room, Kitchen (749 sq. ft.)	\$37.50	\$37.50	\$75	\$56	\$3.00	\$2.00	\$100	\$15
EdB Red Room (237 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$1.00	\$1.00	\$100	\$15
EdB Orange Room (sofa, arm chairs) (237 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$1.00	\$1.00	\$100	\$15
EdB Blue Room (342 sq. ft.)	\$15.00	\$15.00	\$30	\$22.50	\$2.00	\$1.00	\$100	\$15
EdB Green Room (for event child-care) (342 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$2.00	\$1.00	\$100	\$15
EdB Yellow Room (346 sq. ft.)	\$15.00	\$15.00	\$30	\$22.50	\$2.00	\$1.00	\$100	\$15
Shaded Outdoor Area	\$37.50	\$37.50	\$75	\$56	n/a		\$100	\$15

(1) All renters who receive a key will be charged a refundable \$25 key fee.

(2) Member fees for events other than rites of passage.

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Precedence

Whenever possible, church members' events will take precedence over non-member requests for space. When necessary, the minister will make the final determination.

- The church board, committees and programs may use the building for properly scheduled activities.
- Members and staff may use the building without charge for religious ceremonies or rites of passage ceremonies (e.g., wedding, memorial service, child dedication, commitment ceremonies). To hold a religious ceremony or rite of passage, the minister must be consulted.
- Non-profit groups may arrange to use our space on a regular or one-time event basis. Use for regularly recurring events is at the discretion of the Minister.

The church reserves the right to refuse to rent to any organization or individual.

Care of Facilities

Please use environmentally friendly products whenever possible. These care and restrictions guidelines apply to everyone: members, friends, and all others using church facilities.

Leave the space as you found it.

- Recycle event materials, if appropriate.
- Clean all countertops and tables and wipe up spills from the floor.
- Load church cooking gear, dishes, serving utensils and flatware in the dishwasher or wash by hand and leave in the drying rack; do not start the dishwasher.
- Bag food refuse and other trash and placed in the dumpster in the church's north parking lot.
- Remove all food brought onto the premises for the event unless a church representative is notified and the food is clearly labeled with origin (the group bringing the food into the facility), content, and date.
- Flush toilets and pick up refuse from bathroom floors.
- Return air systems to their original settings and turn off ceiling fans.
- Turn off all lights.
- Lock all doors.

Restrictions of Use

Legality

- Illegal activities will not be conducted in church buildings or on its grounds, including parking lots.
- Gambling is not permitted on the premises.

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- Alcohol may not be served at an event unless approved in advance by the Board of Trustees and alcohol may not be served to minors under any circumstances.

Safety and Security

- A security detail will be hired and paid for by the renter, if the church believes that one is necessary.
- Candles must be used with care; surfaces on which they rest must be protected from heat and dripping wax and all candles must be extinguished as soon as they are no longer needed. Candles are not permitted in the Tombaugh Gallery.
- Keys are the property of the Unitarian Universalist Church of Las Cruces.
 - All church keys are assigned to individuals. The person applying for the key is responsible for the assigned key and is the only authorized user.
 - All keys must be returned upon request of the Office Manager.
 - One-time renters will not be given keys to the building.
- Doors must be kept locked at all times; a representative should be stationed at the main door to welcome guests.
- Items in parked cars are an attractive nuisance; guests should be alerted to remove them from their unattended cars.

Health

- Smoking is not allowed anywhere in church buildings or grounds.
- Guns are not permitted on the premises.
- Animals are not permitted in buildings unless they are trained service dogs.

Noise and Event Staging

- “DJ” or amplified music on church grounds must be approved prior to an event.
- Church music equipment or sound systems may not be used without prior approval by the church Music Director; sound systems must be run either by a trained church member or a professional company approved by the church.
- Additional equipment, staging, furniture, etc. may not be brought into buildings without prior approval by the Congregational Administrator and will be clearly stated in the Facilities Use Contract.

Other restrictions

- A Facility Use Contract must be signed for all rentals regardless of whether fees apply.
- Reservations more than 12 months in advance may not be made by non-members.
- Overnight use of the building will be permitted only for church sponsored groups.
- Artwork, bulletin board materials, or anything affixed to the walls may be removed only by

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an authorized person.

- Nails, thumbtacks, screws, or tapes may not be used to fasten decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or windows with prior approval from the Congregational Administrator.
- Confetti, rice, birdseed, or any similar material is prohibited inside all church buildings but may be used outside of the buildings.
- Church sponsorship may not be declared in non-Unitarian Universalist event advertising or promotional literature unless permission has been obtained from the Minister.
- Outside organizations not affiliated with the Unitarian Universalist Church of Las Cruces must include the following words in all event promotional materials, "not a program or project of the Unitarian Universalist Church of Las Cruces."
- The church telephone number may not be published as the phone number to call for further information about events that are not explicitly promoted by the Unitarian Church.

Damages

The renting party must notify the church about any damages to an item or property or a portion of the building structure or grounds. Notification must be submitted in writing to the church office as soon as possible after the event.

Liabilities

Any group using the building, rooms, and facilities of the Unitarian Universalist Church of Las Cruces by arrangement will hold the Board of Trustees and its employees free and harmless from any loss, damage, liability, cost or expense that may result from use of the church property by such group.

Authorized Signature of Responsible Party (typed signature is binding):

_____ Date: _____

Attached documents:

Certificate of non-profit status

Certificate of insurance

Other (describe) _____