First Unitarian Universalist Church of Indiana

 Building and Grounds Usage Agreement

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 It is the policy of this church to offer its building and grounds to individuals and groups in the community that seek to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations or other activities that are compatible with church policies and principles.

1)All building and grounds usage must be **pre-scheduled** through the church office administrator. Official First UU Church events have priority and user will be notified quickly if a conflict occurs. All events require a signed usage agreement. The building (restrooms included) is wheelchair accessible.

 2) Do not use the church name as the sponsoring organization in any **publicity** for your event (advertising or promotional literature) unless it is an official First UU Church event. Do not publish the church phone number as the number to call for further information about your event.

 3) The church building is a **NON SMOKING** facility. If anyone smokes outside, user is responsible for cleanup and removal of all butts, wrappers, etc.

 4) User is responsible for **cleanliness** and order by leaving all of the used areas as found – kitchen included. (NO - Spilled food, candle wax, mud in used areas, tape, glue, etc.) No defacing or alterations to building or grounds for decorations or any usage or charges will ensue. At weddings, birdseed is the ONLY material that may be thrown, and only outdoors. (NO – rice, spray confetti, rose petals, etc) Additional cleaning charges are $75/hr.

 5) The only **animals** allowed in the facilities are certified assistance dogs.

 6) **Equipment** usage in the sanctuary is ONLY available by additional agreement permission and charges. Piano usage by experienced player only with additional charge of $15/hr. The AV booth is only available by prior arrangements with a qualified UU member as the only operator and an additional charge from $15/hr - $50/hr depending on extent of usage. No food or drink allowed on any of this equipment.

 7) The **spaces** available are as listed . . . \_\_\_\_\_ Sanctuary

 Check as needed. \_\_\_\_\_ Large RE room

 \_\_\_\_\_ Small RE room

 \_\_\_\_\_ Kitchen

 \_\_\_\_\_ Memorial Garden

 \_\_\_\_\_ Wooded playground

 \_\_\_\_\_ Labyrinth

 \_\_\_\_\_ Open back yard

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 8) Usage of the **kitchen** may include all equipment and appliances therein. Users are required to bring their own consumables, including coffee, tea, sugar, cream, etc. and tablecloths and napkins. All dishes belonging to the church are to be washed and put away. All garbage must be removed. No remaining food storage at the church after the event. If kitchen space is needed for a group, a cleaning fee of $75 is required.

 9) **Deposits** as listed . . . Registered access key . . . . . . . . . $50

 (Separate checks) Damage/Cleaning deposit . . . . . . . $200

 10) Minimum **donations** for usage . . .

 I Category Hourly rate Daily rate I

 Member $ 20 $ 80

 Non-member $ 25 $100

 Non-Profit org. $ 40 $160

 For profit org. $ 50 $200

 11) **Special** accommodations are available and are to be discussed in detail with the church office administrator prior to commitment as fees and arrangements are altered.

 12) **Emergencies** : There are fire extinguishers in the Sanctuary (inside the pulpit), in the kitchen, and in the large RE room. Phone numbers are posted in the kitchen by the phone.

 13) **Commitment** of this contract is subject to:

 \* User/representative must appear in person.

 \* Dates and usage needs confirmed.

 \* Completion of Agreement form with signatures.

 \* Deposit checks and usage check submitted.

 \* Registered key dispatched.

 14) **Special** provisions . . . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **285 Twolick Drive**

 **Indiana, PA 15701**

 **724-349-2776**

 Name of Responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organization (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Purpose of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Event Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: from \_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Key Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date key returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Key Deposit: \_\_\_$50\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Damage/Cleaning Deposit: \_\_$200\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Kitchen Cleaning Charge (if applicable): \_\_\_\_\_$ 75\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Special Accommodation Charges: \_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Building/Grounds Usage Donation: \_\_\_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total: \_\_\_\_\_\_\_\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Make all checks payable to: . . . **First UU Church**

Unused deposits will be returned within 30 days to the above address.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Responsible User Representative Date

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 Signature of First UU Representative Date