

**Unitarian Universalist Church of Charlotte
Facilities Usage Agreement**

Date: ____ / ____ / ____

Event Name: _____

Organization Name: _____

Purpose of Organization: _____

Address: _____

Telephone: (H) _____ (W or Cell) _____

Primary Contact Person: _____ **Secondary Contact Person:** _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Church Member: yes no

Church Member: yes no

Date of event: ____ / ____ / ____ Time of event: From: _____ To: _____

Approximate number of people attending: _____

Description of function: _____

Rooms to be used:

- | | | | |
|--|---------------------------------------|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Chapel | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Schweitzer Room | <input type="checkbox"/> Library | <input type="checkbox"/> Sigismund Room | <input type="checkbox"/> Priestley Room |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Other: _____ | | |

Total Usage Fee: \$ _____ *(due one week prior to event date)*

Other applicable fees:

- Facilities Coordinator Fee* Clean-up Fee* Other: _____

*These fees are payable before the event, directly to the person or persons hired to perform these services.

The undersigned, hereafter known as the user, agree that the above-named persons have read, and will comply, with the Facilities Usage Rules and Policies of the Unitarian Universalist Church of Charlotte, and will pay fees set forth therein. In the event of unusual wear and tear or actual damage, the user will be charged for any expenses the Church incurs in correcting same. All users using the facilities assume liability for, and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members against and from any and all liabilities, obligation, losses, penalties, claims, actions, suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind and nature whatsoever in any way relating to or arising out of any activity of the users and their guests. The Church and its respective officers, trustees, directors, agents, employees and members shall not be liable to any user using the Church or of any person on or about adjoining grounds and parking lot by the user's consent, invitation, or license, expressed, or implied for any loss, expense or damage to either the person or property sustained by reason of any condition of said "Church" or due to the act of any agent of the Church or the act of any other person whatsoever.

The facility deposit will be FORFEITED if any terms of this agreement are breached

Signed: _____ Date: _____

Signed: _____ Date: _____

OFFICE USE ONLY

| | | |
|--|-----------------------------------|--|
| Date Confirmation Issued: ____ / ____ / ____ | <input type="checkbox"/> Profit | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Deposit: \$ _____ | Date Received: ____ / ____ / ____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ |
| <input type="checkbox"/> Usage Fee: \$ _____ | Date Received: ____ / ____ / ____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ |

**Unitarian Universalist Church of Charlotte
Facilities Usage Rules and Policies**

The facilities may be used only to the extent and manner stated in this application; and any conditions upon approval of the application will be part of these Usage Rules and Policies.

General Usage Rules

- The primary and secondary contact person **MUST** be 21 years of age or older, and one of them must be on the premises during the entire event. The primary contact person is also responsible for all damages to the Church.
- All children must be supervised by an adult at all times. **NO ONE** is allowed on the Church playgrounds.
- No smoking allowed in the building. No fire is allowed in any of the rooms. If candles are used, please use no more than one.
- All rooms must be returned to their original condition.
- Users must leave the Church premises as they found them. Trash must be put in proper receptacles.
- Nothing can be attached to the walls, panels or floors in any area of the Church, except with tape **ONLY**.
- No food or beverages may be served in any rooms except in the Fellowship Hall.
- Do not drag tables, chairs or any heavy objects across the Fellowship Hall floor.
- No firearms, illegal drugs, or weapons are allowed on Church property.
- Incidental use of the room(s) for measuring, planning, or decorating, at times other than the event are considered an additional usage period and also must be arranged with the Administrative Assistant.
- No materials (rice, bird seed, etc.) shall be thrown on the premises.
- **No refunds if events are canceled within 30 days of the scheduled event date.**
- Your clean up time is included in your usage period.
All clean up must be completed before leaving the premises after the event.
- All fees are applicable for those who are non-members at the time of the initial contact with the staff.

By our signature(s), we acknowledge that we have read and agree to abide by the “Facilities Usage Rules and Policies” of the Unitarian Universalist Church of Charlotte.

Signed: _____ Date: _____

Signed: _____ Date: _____

Additional notes: _____

General Usage Rates

All individuals desiring to use any facilities of the Church must complete an application form, which can be obtained from the Administrative Assistant. The Administrative Assistant is your contact person for inquiries regarding room reservations, contract signing, usage deposits, receipts and refunds. Office hours are 9 AM - 5 PM Monday through Friday. **All UUCC members receive the continuous nonprofit rate.**

| <u>Rooms:</u> | <u>Capacity</u> (In chairs/at tables) | <u>One Time Usage</u> | | <u>Continuous Usage</u> | |
|--------------------|--|-----------------------|---------------|-------------------------|---------------|
| | | <u>Non-profit</u> | <u>Profit</u> | <u>Non-profit</u> | <u>Profit</u> |
| <i>Upstairs:</i> | | | | | |
| Fellowship Hall | 290/135 | \$150 | \$300 | \$125 | \$250 |
| Sanctuary | 245 | \$225 | \$450 | \$150 | \$300 |
| Schweitzer | 40 | \$ 40 | \$ 75 | \$ 30 | \$ 50 |
| Priestley | 30 | \$ 40 | \$ 75 | \$ 30 | \$ 50 |
| <i>Downstairs:</i> | | | | | |
| Chapel | 40/30 | \$ 75 | \$150 | \$ 60 | \$100 |
| Sigismund | 30 | \$ 30 | \$ 75 | \$ 25 | \$ 50 |
| Nursery | | \$ 25 | \$ 50 | \$ 25 | \$ 50 |
| Library | | \$ 50 | \$ 75 | \$ 40 | \$ 50 |

The fees represent a usage period of up to six hours. Usage of two consecutive time periods on the same day will be charged two usage periods.

The entire facilities usage fee is payable one week prior to the event.

Additional Charges:

- **Facilities Coordinator Fee*** (for **all** after-hours events by a qualified UUCC member ONLY): \$20/hour or \$25/hour if setup of tables is required. Two hour minimum, payable directly to Coordinator before the event. Events during office hours may need Facilities Coordinator.
- **Clean-Up Fee*** (payable directly to clean-up crew): 0-50 guests: \$50, 50-100 guests: \$100, 100-200 guests: \$125, 200 or more: \$150. **Additional fees may apply if 2 or more rooms are being used.**
- **Audio/Video Equipment Coordinator Fee*** (by a qualified UUCC member ONLY): Up to 2 hours: \$25, up to 4 hours: \$50.
- **Kitchen Fee** (potluck or catered meal only): \$25 (Use of Church dishes, glasses, tablecloths and supplies is NOT included.)
- **Organ or Piano Usage Fee:** \$25

*These fees are payable before the event, directly to the person or persons hired to perform these services.

Deposits:

A deposit is collected when the application is completed and it guarantees the room reservation. The deposit will be refunded 10 days after the usage has ended and keys returned. If keys have been issued, they are to be returned to the Church office no later than 48 hours after the event. If keys are late or lost, \$25.00 will be withheld from the deposit refund.

If a reservation is canceled at least 30 days prior to the event date, the deposit will be refunded. The deposit will NOT be refunded if the event is canceled or if the date of the event is changed within 30 days of the original scheduled event date. The fee for any returned checks is \$25.

If keys are to be issued, the contact person is responsible for picking up and returning the Church keys within office hours. The entire deposit will be forfeited if there are any damages to Church property.