

ALL FAITHS FACILITY USE AGREEMENT

(Please print) I am requesting approval to use space at All Faiths for:

Event: _____

Responsible Party/Contact Person: _____

Phone: _____ Email: _____

Address: _____ City/St/Zip: _____

Day & Date of Use: _____
(I.e. Wednesday, April 9, 2018) (if more than one day use, please put additional day/date on back of this form)

Hour(s) Requested for Use: _____ am/pm to _____ am/pm (please consider your setup/cleanup time)

Number of Participants: _____ Cost to attend: _____

Area Requested: Sanctuary Community Room Kitchen* Entire Building
(Area of use must be returned to "before use" condition) ***Stove may not be used for cooking.**

Are you providing: Food Drink YES NO Rental Requires Use of Kitchen: YES NO

Rental fees: \$ _____ (see rental rates & additional charges, page 2)

A/V Equipment: Projector/Screen Sound Board/Microphones Laptop Computer

Capacity: Sanctuary Seating for 70 Community Room Seating for 38 Stage Occupancy 6
Deck Occupancy 30 (may not be used after 7:00 p.m.) Rental includes eight 6-foot tables

Required Insurance Coverage: Certain rentals will require proof of insurance coverage naming All Faiths as insured on this policy. User is to provide a certificate of insurance showing All Faiths as an additional insured entity on the group's insurance policy and that this policy will indemnify, defend, and hold our church harmless for any liability claim arising from the group's activities on our property.

Access/Key Deposit: To gain access to the building you will be issued a code to the lock box located by the front door. A \$50 refundable deposit is required (see rental rates & additional charges, page 2)

Parking: If you anticipate 40 or more attendees at your event, a sexton will be required to park cars. You will be required to pay the fee directly to him/her. (see rental rates & additional charges, page 2)

Signature of Responsible Party _____ Date _____

Office Use:

Approved Rate Approved _____ Date _____

RENTAL RATES
(EFFECTIVE 8/2018)

	Non-Members	Members (discount)	Community Service
Sanctuary*	\$200	\$100	\$75
Community Room*	\$200	\$50	\$50
Entire Building	\$400	\$125	\$100
Weddings** - Sanctuary Only - Entire Building	\$250 \$400	\$100 \$200	
Memorial Service*	\$150	N/C	

* Rates are based on 3-hour rental. \$10 per additional hour unless otherwise stated

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Long-term rentals must be approved by the Board of Directors

Additional Charges and Fees

\$50.00 refundable deposit required to hold reservation. Reservations must be made 30 days in advance.

\$50.00 refundable key deposit.

\$50.00 refundable AV equipment fee (with support of member assistance).

\$25.00 reservation change fee

\$40.00 sexton fee for parking

\$25.00 memorial brick engraving fee (All Faiths members only)

REQUEST FOR DISCOUNTED RENTAL RATE

Event:

To qualify for Community Service discount, your event or building use must:

- Be in line with our UU values
- Serve the community, or a group in the community in need, or fulfill All Faiths' goals
- Fulfill a charity, educational, or other community-service function
- Examples that might qualify: Fundraiser for a shelter for battered women, hosting an LGBT workshop
- Examples that might not: Real Estate workshop, organization awards dinner.

Request for Community Service discount:

Organization hosting event: _____

Description of event: _____

Who can attend? _____ **Charge to attend:** _____

How does the event align with UU values? _____

How does the event serve the community? _____

Who benefits from the event? _____

Request for Long Term Rental Discount

- Rental of at least one day per week for at least 3 consecutive months
- Long-Term Discount Rate is 3x weekly rate for each calendar month (25% discount). Example: If the weekly rate is \$25 per week the discounted rate would be 4x weekly (\$100), less 25% (\$25) = Monthly discounted rate would be \$75/month

Access/Key Deposit: To gain access to the building you will be a key and security code. A \$50 refundable deposit is required (see rental rates & additional charges, page 2)

GUIDELINES FOR USE OF FACILITIES

All Faiths Unitarian Congregation is available for events lending themselves to the spirit of the facility.

Who Can Use: Anyone (hereinafter referred to as the Client). Client must be 21 years or older.

Availability: Reservations are required for ALL events and must be made 30 days in advance. A reservation will be posted onto the calendar once the application and deposit have been submitted. (see rental rates & additional charges, page 2). Should a Client request use of the facility for dates and/or times when the facility would normally be closed, the option of making it available to the Client rests with the All Faiths' Coordinator.

Standard Unavailable Dates: Sundays, Halloween, Thanksgiving, December 24 and 25, January 1
Scheduling Reservations: Reservations are accepted on a first-come, first-served basis.

Reservation Considerations:

- Reservation requests should be submitted in writing.
- The full payment is required five (5) working days prior to the reservation's posting to the calendar to hold the requested date(s).
- Client should be sure to include all necessary preparation and takedown time in their reservation time request (i.e. rehearsals)
- The individual who signs the rental contract will be the only person recognized/authorized to make changes to the original request. This individual or their authorized representative must be present at all phases of the function (set-up/function/cleanup).
- **NOTE:** Client will not have access to the facility before the requested reservation time.

Wedding Ceremonies: Clients reserving All Faiths for wedding ceremonies may want to consider the amount of time of their service and also time for their rehearsal. Rehearsals can be included in the three hours of usage time (same day) or as a separate rental fee situation (i.e. evening before). No celebration actions such as the "throwing" of rice or confetti may be used inside All Faiths. Outside, no rice or confetti, but "acceptable" would be flower petals, bells or bubbles. (If you have another product you wish to use, please get it approved by the All Faiths' office.)

Memorial Garden: The memorial garden may not be used for any purpose other than memorial service brick laying ceremonies.

Deck: Tables, chairs and umbrellas may be set up on the deck. Deck use is prohibited after 7:00 p.m.

Solicitation: Client is not permitted to solicit general population (passersby) to attend or participate in their event by handouts or personal contact during their reserved use of All Faiths.

Confirmation: Confirmation will not be made until payment and forms with all relevant information are completed and returned to the All Faiths' office.

Cancellation: In the event a reservation is to be cancelled, the Client should contact the All Faiths' office in writing. Client forfeits the deposit fee if the cancellation is made later than three (3) working days prior to the event day.

A \$35.00 fee will be charged on all returned checks.

Deposit: Use of All Faiths' facility and/or grounds requires a \$50.00 deposit. This deposit will not be refunded if the used area is not restored to its original condition.

Rental Payment: Payment for use of the facility shall be made on or before five (5) working days of the actual use day.

Reservation Changes: Changes must be made in writing in the All Faiths' office and requires a \$25.00 change fee. Only the Client may make reservation changes.

Supervision by Client: It is understood that the Client is responsible for all persons attending the event.

Liability: In consideration for permission to use All Faiths' facilities, the Client who signs the Reservation Form shall indemnify, defend and hold harmless All Faiths Unitarian Congregation for and against any and all liability, attorney's fees, court costs, loss or damages that All Faiths may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of All Faiths facilities.

Insurance: Please coordinate with your agent and have the agency provide us a copy of your certificate of insurance. We would like the following statement included in the block entitled Description of Operations. "All Faiths Unitarian Congregation is named as Additional Insured during the time of our operations (meetings, etc.) in their facility."

Temperature/Thermostats: Comfort zone - summer 74-76 degrees, winter 68-74. Thermostats must be returned to 82 in the summer and 68 in the winter at conclusion of the building use.

Audio/Visual Equipment: All Faiths' A/V equipment is not available without support of member assistance. In the event member assistance is requested a fee of \$12.50/hour may be required (unless otherwise negotiated with member).

Furniture: If seating and/or other furniture in the facility are moved, Client must return facility to original setup (see attached seating schematic). Failure to return All Faiths to its original condition will result in loss of deposit.

Deliveries: The Client is responsible for accepting any and all deliveries made to All Faiths for their planned event. Any and all deliveries are to occur during the time frame the Client has reserved. No entity at All Faiths will accept delivery or liability of deliveries made to All Faiths on behalf of the Client or the Client's event.

Candles: Client must use only dripless candles and limit these candles to the main table, with the floor/carpeting well protected from damage. (Candle wax on furniture or carpet is an automatic loss of deposit.) Candlelight services where each guest is provided a lighted candle are against fire code and are not allowed.

Lost Items: It is the responsibility of the Client to ensure all items are removed upon conclusion of the event. All Faiths does not assume responsibility for any lost or misplaced items prior to, during or after the reservation.

Restrooms: Restrooms are available in the facility.

Smoking: All Faiths is a smoke-free facility. All smoking and vaping is prohibited inside the building.

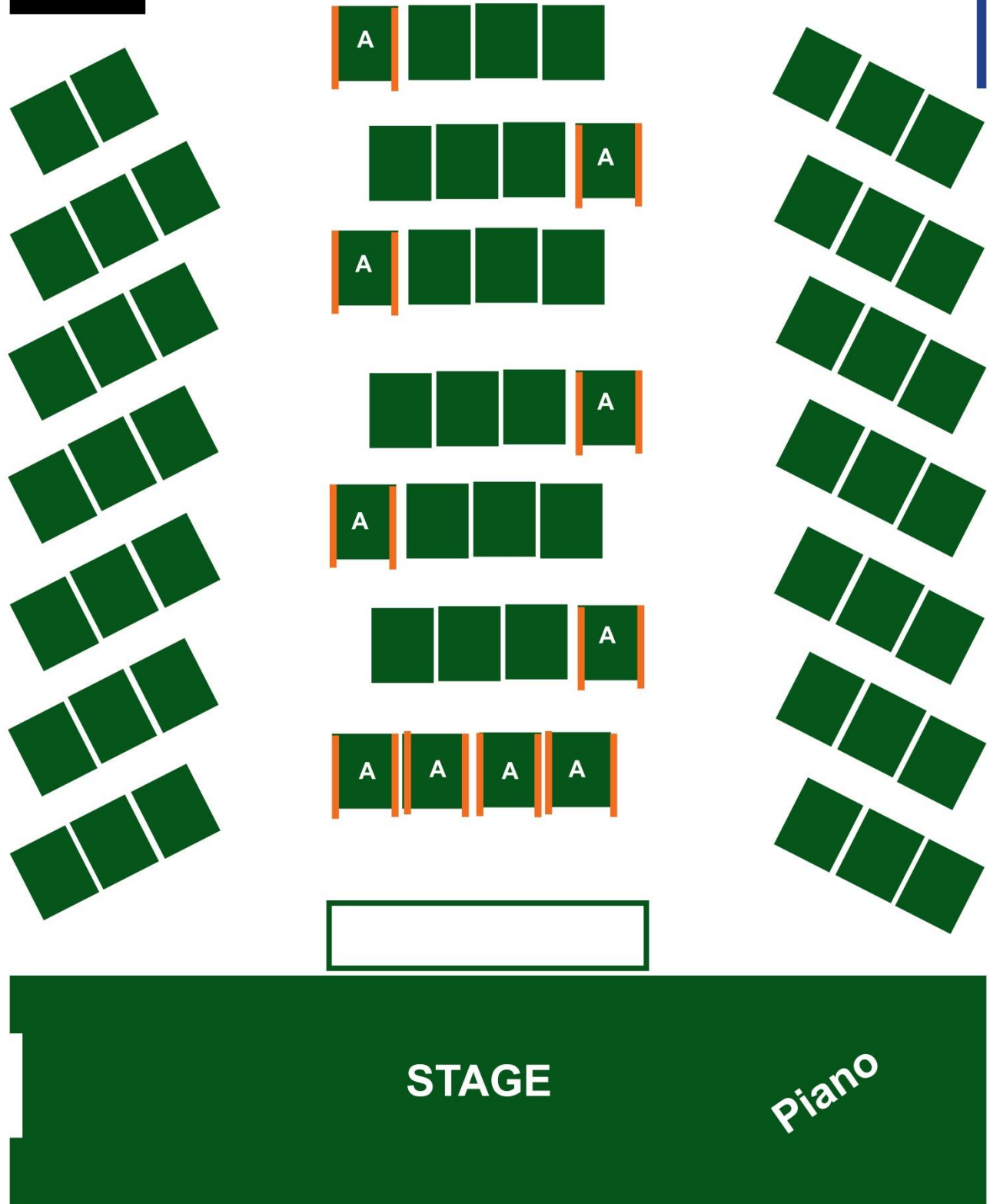
Food and Beverages: Food and beverages are permitted in the Community Room. Use of All Faiths' kitchen is available for food preparation only. Stove may not be used for cooking per fire marshal. Client is responsible for restoring kitchen to pre-use condition and removal of trash to garage and recycle receptacles behind building.

Alcoholic Beverage Use: Use of alcoholic beverages (limited to beer, wine & champagne). Alcohol is not to be consumed by any participant under the age of 21.

Tour of All Faiths: A tour of All Faiths' facilities will be arranged upon request to the All Faiths' office.

Sound System

Chairs must be interlocked per Fire Code



KITCHEN

