

Building Use Agreement

UNITARIAN UNIVERSALIST CHURCH OF BOULDER

5001 Pennsylvania Avenue, Boulder, Colorado, 80303

Phone: (303) 494-0195 ext 3 ■ officeuucb@gmail.com ■ Revised 01/17

DATE(S) of EVENT

Date of Request _____

This Agreement is between the UNITARIAN UNIVERSALIST CHURCH OF BOULDER (UUCB) and the RESPONSIBLE USER:

Name of User _____

The User wishes to engage the premises of UUCB as noted below for the purpose of:

Event Time: _____ Number of people: _____

Special requests (chairs, tables, etc):

Church rooms used	Rate	Room start time	Room end time	Total hours	Cost (hrs x rate)	Less Discount* %	Adjusted Cost
Sky Room (Reception room) <i>Sun available after 2:00 p.m.</i> -80 seats with tables for dinner -100 seats for speaker -150 standing for reception	\$100.00/hr				\$	\$	\$
Earth Room (Sanctuary) <i>Sun available after 2:00 p.m.</i> -200 seats	\$100.00/hr						
Earth Room Piano	\$50.00 flat rate						
Earth Room Sound System Operator**	\$30.00/hr						
Listening Room -8 seats	\$20.00/hr						
Classroom 1 – Emerson Room -15 seats with tables -25 seats for speaker	\$50.00/hr						
Classroom 2 <i>Available after 6:00 p.m. M-F</i> -12 seats with table or couches	\$25.00/hr						
Classroom 7 -Harper Room <i>Available after 6:00 p.m. M-F</i> -12 seats with table	\$30.00/hr						
Portable Sound System (\$100 additional deposit)	\$20.00 Flat Rate						
TOTAL					\$	\$	\$
DAMAGE DEPOSIT	<50 people \$50.00	50-100 people \$100.00		>100 people \$150.00			\$

* Non-profit discount may apply. Pledging church members receive a 50% discount on use for private events.
 ** The sound system must be run by a church operator. We cannot guarantee a sound operator will be available with less than four (4) weeks' notice.

Payment Record

Instructions	Amount Due	Check #	Date	Amount Received
Booking Deposit: A deposit of 50% of the TOTAL is required to book the event.				\$
The remaining 50% of the TOTAL plus the Damage Deposit is due 7 days before the event. When paid in full, the User will receive a key. KEY #:				\$
Special Charges (Damages, cleaning required, etc.)				
Refund of Damage Deposit Damage Deposit minus Special Charges will be refunded after key is returned and may take at least 14 days to process.	Damage Deposit Amount \$	Special Charges \$	Refunded amount \$	Date refund requested
Cancellation policy: Cancellation less than 30 days prior to the event will result in forfeiture of the <i>Booking Deposit</i>				

User Contact Information

User's Name	
Phone Number	
Mailing Address	
Email Address	

Check here if Building Use Committee has approved a special room rate.

Contract Details

1. In signing this Agreement, the User agrees to indemnify UUCB against any loss, liability or claim resulting from use of facility by those engaged in the activity of the User as stated here in and not arising from negligence of UUCB. Further, the User agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to UUCB property by those engaged in the User's event activities. No food or drink (other than water) may be used outside the Sky Room.
2. This building is used as our sacred space. The User may not take down or move any items such as flags, banners, or art objects without the permission of the Building Use Committee. The pulpit, chairs and tables may be moved but **must** be put back in their original places and order.
3. If using the piano(s), the pianist must follow the rules set out by the Piano Use Policy appended to this Agreement.
4. Only the rooms of the church specified in this Agreement are to be used by the User. Use of non-authorized rooms will result in an additional charge to the User. Rooms reserved will be used only for the time specified in this Agreement. Use beyond the specified time will result in an additional charge to the User.
5. The User may not sub-let the rooms reserved to any other person or entity.
6. All children and youth will be supervised at all times by an adult representative of the User.
7. No pets are allowed in the church (except service animals).
8. No smoking or incense is allowed in the building or within 25 feet of the building. Please use outside smoking disposal containers.
9. Wine and beer may be served if approved in advance but only to adults at or above Colorado's legal drinking age; it may not be sold; none may be imbibed outside on the grounds of the building; food must be served when alcohol is; a non-alcoholic beverage must be available also. The Church expressly denies, and the User expressly accepts, any responsibility or liability that may arise as a result of such use.
10. Marijuana in any form may not be brought into the UUCB building or onto the UUCB grounds.
11. All areas used by the User must be cleaned up immediately after use. Cleaning includes wiping off tables and returning furniture, chairs and tables to their original position; emptying waste baskets; and broom sweeping, mopping and/or vacuuming as necessary. Mops and brooms are located in the utility closet next to the bathrooms on the west side of the Sky Room. A vacuum cleaner is located in the closet in Classroom 1. If the clean-up is inadequate, the User will be charged the Cleaning Service rate of \$50 per hour and the charge will be deducted from the damage deposit. If the charge exceeds the amount of the damage deposit, the User will be billed for the difference.
12. UUCB is a Green Sanctuary and committed to the concept of Zero Waste. Please dispose of your trash appropriately during your event following the directions posted in the Kitchen and the Sky Room. **When in doubt, place an item in trash.** *Contaminated (wrongly sorted) compost or recycle bins can cost the church extra trash fees.* Please replace any black plastic/ green compostable bag in a Sky Room or Kitchen bin, if it is more than half full. Spare bags are located in the kitchen. Place any full bags next to the appropriate bin (on the plastic mat). These will be taken to the outside dumpsters by the cleaning crew. All food belonging to the User must be removed from the refrigerator, and the Kitchen cleaned according to the Kitchen Procedures appended to this Agreement.
13. The User agrees to lock the building when leaving. If the User is the last party scheduled for building use that day, the User agrees to secure the building following the Building Check-Out Procedure appended to this Agreement.

Agreed to by User:
(Signature) _____ Date _____

Agreed to by UUCB:
(Signature) _____ Date _____
UUCB Office Administrator or Board member

All applicable appendices have been attached to this Agreement.