

## FACILITY USE AGREEMENT

User's Name (Individual or Organization): \_\_\_\_\_

User's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Authorized Responsible Party: \_\_\_\_\_

UUFDF Sponsor (if applicable): \_\_\_\_\_

Event Description: \_\_\_\_\_

Approx. # Attendees: \_\_\_\_\_ Start / End Date & Time: \_\_\_\_\_

Room(s) Requested:  Sanctuary / Church  Bowman Hall  Bowman Hall + Kitchen  
 Bowman Hall Youth Group Room

Equipment / Services Needed:  None  Sound System P/A  Flat-Screen TV 60"  
HDMI  DVD Player  Projector + Small Screen  Projector + Large Screen  
 A/V Set-up Assistance  Piano

Will you serve alcohol? (permit required): \_\_\_\_ Will you use open flame? (see policy): \_\_\_\_

Amount of Refundable Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_

Total Use Fees: \_\_\_\_\_ Date Received: \_\_\_\_\_

Notes or special instructions: \_\_\_\_\_

### Signatures

Authorized User: \_\_\_\_\_ Date: \_\_\_\_\_

UUFDF Representative: \_\_\_\_\_ Date: \_\_\_\_\_

UUFDF shall not be liable to Renter or Renter's employees, members, agents, guests, visitors, participants, licensees, concessionaires, or any other person entering or using UUFDF 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 UUFDF 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 UUFDF and hold it harmless for any loss, expenses or claims arising out of such damage or injury. Renter shall not be liable for any injury or damage caused by the negligence or misconduct of UUFDF, 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 UUFDF for activities carried out at UUFDF if Renter serves alcohol or engages in other activities which UUFDF 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. UUFDF 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 shall 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.

Unitarian Universalist Fellowship of Durango, 419 San Juan Dr. Durango, CO 81301 (970) 247-1004

## 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 Board of Trustees or its assigns. 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 first two (2) hours of rental. Any time beyond that will be at a rate of one-half (1/2) the listed rate. The UUFD 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:

Options	First 2 Hours	Ea. Additional Hour	Total
Sanctuary	\$100. / hr	\$50. / hr.	
Bowman Hall	\$30. / hr	\$15. / hr.	
Bowman Hall + Kitchen	\$50. / hr.	\$25. / Hr.	
A/V Assistance	Flat fee: \$50.	NA	
Set up / Tear down fee or large movie screen	Flat fee: \$25.		
Required, Refundable Custodial Deposit	\$100		
Refundable A/V Deposit	\$250		
Piano (Music Director authorization required)	\$25. / hr. member \$100. / hr. non-member	\$12.50 / hr. \$50. / hr.	
Non-Member Wedding / Ceremony / Event	Flat fee: \$300. Includes one rehearsal and/or all-day reservation based on availability.		
Above, with reception at Bowman Hall	Flat fee: \$500.		
Non-profit Discount 25% (attach proof)			

## **Ministerial Fees:**

### **Non-Member Wedding or Union Ceremony:**

**\$500 + travel**

- Includes rehearsal and one meeting prior to the event.
- The minister may use a sliding fee scale at her discretion. Please contact Rev. Kandarian-Morris directly to see if you may qualify. [minister@durangouu.org](mailto:minister@durangouu.org)

### **Non-Member Memorial or Celebration of Life Service:**

**\$250 + travel**

- Includes one meeting prior to the service.
- The minister may use a sliding fee scale at her discretion. Please contact Rev. Kandarian-Morris directly to see if you may qualify. [minister@durangouu.org](mailto:minister@durangouu.org)

### **Member Wedding, Union, Memorial or Celebration of Life Ceremony :**

**No charge**

- Includes one rehearsal (if applicable) and one meeting prior to the event with the minister.
- Includes a printed bulletin or order of service.
- Coffee, punch, and cookies may be provided by the congregation if a reception is desired. Any additional food or beverage service will be the responsibility of the family or person signing agreement.
- Set up and clean-up are the responsibility of the family or person signing the agreement, unless otherwise agreed upon in advance.
- All fees for additional services, including those of hiring a musician, set up and clean up, the use the A/V equipment and the payment of refundable deposits will be the responsibility of the family or person signing the agreement. Financial assistance may be available, please contact Rev. Kandarian-Morris [minister@durangouu.org](mailto:minister@durangouu.org)

**Other Services: (Child Dedication, Rites of Passage) – Please contact Rev. Kandarian-Morris for pricing and availability: [minister@durangouu.org](mailto:minister@durangouu.org)**

Unitarian Universalist Fellowship of Durango (UUFD) allows use of its facilities as described in the Facility Use Agreement under the terms and conditions as follows:

This contract must be signed and returned, with payment in full of all rental fees and deposits, by 2 weeks prior to the event.

Use of the baby grand piano and/or sound system must have the advance written approval of the Music Director.

NO SMOKING is permitted anywhere in the buildings.

Wine or beer may be served under a separate agreement, but no hard liquor. Sale of alcoholic beverages is prohibited. Use of alcohol on UUFD property requires proof of insurance.

Except for ceremonial purposes, food and drink are not allowed in the sanctuary.

Only birdseed or bubbles may be thrown at a wedding and only outdoors.

The Responsible Party will leave the facility clean and in order. All food and garbage must be removed from the building. All equipment and classroom furnishings must be restored to their original place(s). Violation of this rule will result in forfeiture of the custodial deposit. The Responsible Party will be held responsible for any additional charges to cover the cost of cleaning and/or any missing or damaged equipment or furnishings.

A UUFD Member or pre-approved UUFD Friend (“UUFD Sponsor”) must be designated as the person responsible for the UUFD property during the time of use. The UUFD Sponsor agrees to be responsible for turning off all lights, and locking all rooms and building exits after use.

UUFD is not responsible for any equipment, supplies or personal property left on the property.

The Responsible Party agrees to be liable for any damage to the property which may occur during the time of the user's occupancy.

UUFD reserves the unconditional right to appropriate any part of the building when needed for Fellowship use, but an attempt will be made to make other space available and a refund given if not able to meet the user's requirements.

**NON-DISCRIMINATION**

In keeping with Unitarian Universalist principles, no individual or group will be denied use of space on the basis of religion, race, sex, national origin, disability, familial status, sexual orientation, sexual/gender identity, age, or public assistance status. User agrees to likewise comply.

The facilities at UUFD shall be available at a discount rate of 25% off the standard rate for non-profit groups. Proof of registered non-profit status is required. Requests for this discount rate must be approved by the Board of Trustees or its assigns in advance. The baby grand piano use fee is not discountable. Any group using the facilities without charge agrees to 1) acknowledge publicly the contribution made by UUFD, 2) to otherwise follow the terms and conditions of this agreement including paying for use of the kitchen, audio/visual equipment or the piano which are not exempt from use charges. In the event that the organization wishes to make a donation to UUFD, same will accrue to the facility use income item of the UUFD operating fund.

**Requirements specifically for use of Bowman Hall:**

The Responsible Party agrees to leave the kitchen clean and unplug electrical appliances such as coffee makers.

All consumables including but not limited to food, beverages, creamer, paper goods, etc. that are in Bowman Hall are the property of UUFD. Users shall furnish their own consumable items for their event.

All kitchen items that are used during the rental period shall be cleaned and returned to their places.

Leave the restroom clean. Turn off lights and fan.

Put all furniture back where you found it. If tables and chairs were taken out of storage, please fold and store them.

Pick up litter; vacuum (located to the left of the refrigerator) and place trash in the outside receptacle marked UUFD.

Provide adequate supervision of children and youth.

Please inform us of any problems with the facility or equipment and any accidental breakage or damage to our equipment or facility.

**In case of Emergency – Dial 911**

A phone is located just outside the kitchen. 247-1004. Local calls only. Our address is 419 San Juan Drive, Durango.

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

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Attached documents:**

\_\_\_\_\_ **Certificate of non-profit status**

\_\_\_\_\_ **Certificate of insurance**

\_\_\_\_\_ **Other** \_\_\_\_\_