

# ALUUC Building & Premises Usage Agreement

Revised - March, 2012

Today's Date: \_\_\_\_\_

Hereby, the party or parties \_\_\_\_\_ known as User(s) and the Abraham Lincoln Unitarian Universalist Congregation, known as the Owner, agree to enter into a Building Usage Agreement for the following rooms / areas at the usage rates and conditions specified in these Terms of Agreement.

Date(s) of usage: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

*Please check which room(s)/area(s) you will be using*

Sanctuary	Kitchen	#1	#2	#3	#4	#5	Nursery	Other	RE Commons

**I agree with the terms and conditions listed below:**

initials

I agree to rent space within the church building and/or its premises for either a *religious/ceremonial event* and/or a *social events* according to the appropriate rate schedule. All rentals shall be approved by the minister, or, in his/her absence, by the Board President. Any and all *religious/ceremonial events* shall be officiated by the minister of ALUUC or by such person who has his/her assent.

For the appropriate fee(s), please refer to the current rate schedule for non-members. I understand that this contract for space usage must be completed, and the appropriate fees paid, at least 30 days in advance of the scheduled event.

I understand that I shall be expected to adequately clean the rented space following their usage of the same.

I agree to tender a mandatory security deposit of \$150.00 to ALUUC at least 30 days in advance of the scheduled event. I understand that this deposit shall be refunded by the ALUUC Treasurer via normal mail, in full or in part, following the conclusion of the event.

In addition to the fees outlined in the schedule, non-members shall pay a security fee of \$10.00/hour directly to the security person designated by ALUUC. This security person shall be a member of the congregation and shall be responsible for the key to the building; this same person shall assess whether the renter's security deposit is to be refunded in full or in part, based upon the actual attendance, actual length of the event, relative cleanliness of the space and/or any damage to the premises. Furthermore, he/she shall not be expected to assist with cleaning the premises after their use.

User(s) assume(s) all financial responsibility for any repairs or replacement of any lost or damaged item(s) / area(s) deemed necessary by Owner, to be paid to Owner. The fees charged to User(s) by Owner for the lost or damaged item(s) or area(s) will be specified by Owner and due to Owner on a date prescribed by Owner.

Hereby, both User(s) and Owner agree to all terms stated in this contract.

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

\_\_\_\_\_ Date: \_\_\_\_\_  
Representative of ALUUC

### **Adult Members and Friends**

There shall be no charge for building usage for *religious/ceremonial events* by adult members and friends who are in good standing. Such persons may contract to use space within the building and/or its premises for *social events* at 50% of the non-member rate. In general, "good standing" refers to a person who has been an active participant in the life of the congregation (e.g., its worship, governance, committee work, and/or fundraising efforts) for six months prior to the rental. If there is any ambiguity as to whether a person shall be designated a member/friend in good standing, the matter will be referred to the minister and Board President for determination.

Such persons may contract to use space within the building and/or its premises for *social events* according to the appropriate rate schedule. All contracted building usages shall be approved by the minister, or, in his/her absence, by the Board President. Contracts, correspondence, and receipt of monies shall be handled by the office administrator; monies shall be forwarded to the Treasurer. Any and all rite of passage events shall normally be officiated by the minister of ALUUC, or by such person who has his/her assent.

Members and/or friends shall be expected to adequately clean the rented space after their usage.

For the appropriate fees, please refer to the current rate schedule for members/friends. Members/ friends shall complete a contract for space usage and pay the appropriate fees at least 30 days in advance of the scheduled event.

A mandatory security deposit of \$150.00 shall be received by ALUUC at least 30 days in advance of the scheduled event. This deposit shall be refunded by the ALUUC Treasurer via normal mail, in full or in part, following the conclusion of the event based upon the actual attendance, actual length of the event, relative cleanliness of the space and/or any damage to the premises.

In those instances when an adult wishes to rent the building for a youth activity (e.g., a sleepover, birthday party, etc.) that adult shall ensure that proper adult supervision will be on site at all times during the event.

A fee waiver, in full or in part, may be requested by a member or friend in good standing. Such requests shall be considered by the minister in consultation with the Board President.

**Addendum:** Facility Use Fee Schedules shall apply in cases where an organization, group or association is not within, sponsored by or affiliated with the Unitarian Universalist Association, its member congregations, districts or regions; notwithstanding personal use by members of the Abraham Lincoln Unitarian Universalist Congregation for which separate fee policies and schedules are otherwise applicable. Variances to the facility use fee schedule may be approved by the Board of Directors in the interest of providing general community outreach or services.

**Approved 3/6/12**