

Unitarian Universalist Fellowship of Los Gatos

15980 Blossom Hill Road, Los Gatos, CA 95032 (408) 358-1212

FACILITY USE AGREEMENT

Name of User/Organization: _____
Address: _____
Reservation Date(s): _____ Time: _____
Type of activity/meeting: _____ # of Attendees: _____
Contact Person: _____ Title: _____
Day Phone: _____ Evening Phone: _____ Email: _____

If your group is an affiliate of another group, list the address of that group or headquarters:

List a tax-exempt number if you are a non-profit organization: _____

- For the protection of the church and those who use our space, persons or groups reserving the building may be required to provide proof of liability insurance.
Does your organization maintain liability insurance through your national office or primary location?
Yes No

If yes, please instruct your insurance carrier to provide this Fellowship with a certificate of insurance, listing our Fellowship as an additional insured.

Company and Policy Number: _____

- The undersigned, being the person responsible for the above arrangements for use of the church facilities, understands that permission to use the facilities is contingent upon the following conditions, and agrees as follows on behalf of the above group and/or individual(s):
 - All publicity notices of the event, including posters, fliers, press releases, email, and website, shall include the following statement: The Unitarian Universalist Fellowship of Los Gatos is not a sponsor of this event.
 - To comply with the rules of the Fellowship regarding the use of the church facilities. (see below and Rules and Procedures for Building Use)
 - To comply with all applicable local, state, and federal laws while using church facilities.
 - To reimburse the Unitarian Universalist Fellowship of Los Gatos for any damages the Fellowship may suffer by reason of the use of its facilities by the undersigned person(s) or group(s) and to hold the Fellowship harmless and indemnified as to and from any claims of any kind arising out of, or in any way connected with said use;
 - No use other than that described above will be made of the church facilities.

We do not rent to individuals/groups that discriminate in principle or membership against any race, creed, religion, or ethnic group. We also do not rent to any organization/group that advocates violence. By signing this contract, you have acknowledged that your group agrees in principle/actions with the above-mentioned items.

Responsible Individual's Signature

Date:

Address (if different from above):

The individual signing this agreement on behalf of the group/organization or activity assumes full financial responsibility and liability for the activity.

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USAGE FEES

LOCATION	FULL DAY COST (8 hours)	HALF DAY COST (4 Hours)	QUARTER DAY COST (2 Hours)	DESCRIPTION	SEATING CAPACITY
Entire Building	\$450	\$300		Entire Building & parking lot	Varies by Room
Auditorium	\$250	\$175		Auditorium & Piano	110 Fixed Seats; 125 with Additional Chairs
Auditorium with West Room, Deck, and Kitchen. (May need to share kitchen with another group.)	\$300	\$225		Access to folding chairs, tables, microwave, refrigerator, and stove	
East Room	\$75	\$45	\$25	Sink, under counter refrigerator	Seated 12 Standing 18
West Room	\$150	\$75	\$40	Access to folding chairs, tables	Seated 35 Standing 75
Wedding Package Entire Building for 1 1/2 days.	\$525				
Recital Pkg. Includes: Recital Day & 2 hours of rehearsal within the three weekdays prior to recital	\$375	\$250		Auditorium with West Room and Kitchen	
Parking Lot	\$100	\$60		Parking Lot only, without building	21 (19 regular, 2 handicapped)

Room Reserved

- Sanctuary/Auditorium
- West Room
- Kitchen
- East Room
- Deck
- Recital Package
- Wedding Package
- Parking Lot

Hours - Full/Half/Quarter Day**

- From: _____ To: _____
- From: _____ To: _____
- From: _____ To: _____
- From: _____ To: _____
- From: _____ To: _____
- From: _____ To: _____
- From: _____ To: _____

Equipment Needed:

- Piano
- PA System
(must arrange in advance)

** **Half Day:** 8a.m.- Noon; 1-4 p.m. or 5-9 p.m.

Full Day: 8 a.m.- 4 p.m. or 4 p.m. to 11 p.m.

(Other times can be arranged if needed)

Deposit of \$200 required with signed contract.

Facility usage fee plus \$20 custodial fee are required at time of key checkout.

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BUILDING CHECK OUT LIST

Use this checklist to help you with the closing procedures for the UUFLG Building.
Leave the building in a clean condition, all outside doors shut and locked, and all lights turned off.
The building needs to be vacated by 11 P.M. unless special arrangements have been made.

KITCHEN

- Electric coffee pot(s), dishes, cups, flatware are washing in dishwasher or clean and put away.
- All appliances are turned off

AUDITORIUM/SANCTUARY

- PA system is powered off
- Lights turned off
- Doors shut and locked (check from outside to confirm)

BATHROOMS:

- Clean and lights turned off

WEST ROOM

- Floors swept
- Tables taken down and put away
- Chairs folded and put away
- All windows shut and locked
- Trash taken out
- All doors shut and locked

DECK

- Cleared of all items
- Two fixed tables wiped and lowered in placed

EAST ROOM

- All items put away
- Refrigerator emptied of any items you brought in
- Floors swept
- Windows shut and locked
- Trash emptied
- All doors shut and locked

HALLWAY

- All items put back to where they belong
- Floors swept if needed
- All inside doors to Hallway need to be shut
- Front door locked from the outside

LAST BUT NOT LEAST, YOUR SUGGESTIONS AND FEEDBACK: _____

NAME: _____ DATE: _____

Drop this checkout list and the key into the mail slot located outside of the front door on the right hand side.

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RULES AND PROCEDURES FOR BUILDING USE

SCHEDULING: All events must be scheduled through the Fellowship administrator by completing and submitting a building usage form. Priority is given to Fellowship-related functions (including weddings and memorial services for members and their relatives).

TYPES OF USE: Our building is available for use by non-profit groups and community activities, such as cultural events, private and public meetings, non-partisan political forums and charitable benefits. Permission to use the building is arranged with the Administrator, as directed by the Board of Trustees of the UUFLG or the committee responsible for building use, in accordance with policies set by the Board.

Our building is NOT available to groups that advocate the use of violence, or discriminate explicitly or implicitly against any race, gender, and religion or ethnic group.

GENERAL CONDITIONS OF USE:

1. The **SPONSORING GROUP** must be identified accurately on the reservation form and prominently features in all publicity. All notices of the event, including posters, fliers, press releases, etc., shall include the following statement: "The Unitarian Universalist Fellowship of Los Gatos is not a sponsor of this event." If you are working with the media, please contact them to ensure their information is accurate.
2. Arrangements for **ACCESS** to the building must be made with the Administrator, well in advance of the event(s), and access information (or responsibility) must **not be shared** with other persons.
3. **FELLOWSHIP EQUIPMENT**, furnishings and supplies may be used only with the prior arrangement, and none may be removed from the building. Special arrangements apply to the use of the Fellowship's musical instruments and sound system.
4. The premises must be **VACATED** by the time indicated on the reservation form.
5. All **YOUTH** activities must have responsible adult supervisor(s). Names of the supervisor(s), including address and phone numbers must be specified when reserving our facility.
6. **SMOKING** is not permitted on premises. Please step outside if you need to smoke and be sure to discard of the cigarette butts appropriately.
7. **ALCOHOLIC BEVERAGES** are limited to beer and wine and use must conform to state and local laws. Fellowship policy requires that whenever alcoholic beverages are served on Fellowship premises, non-alcoholic beverages must be provided also.
8. **ILLEGAL** drugs may not be used on the premises; and no conduct or activity is allowed which constitutes a public nuisance or embarrassment to our Fellowship.
9. Please note regarding **WEDDINGS**: throwing rice is **not** allowed on premises.
10. Food and drinks are not allowed in the Sanctuary/Auditorium

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RULES AND PROCEDURES FOR BUILDING USE (cont'd)

ADDITIONAL CONDITIONS FOR USE BY OUTSIDE INDIVIDUALS AND GROUPS

1. The building usage form must be signed by the person who is **financially responsible** for that group or event, and the person or group shall be financially liable for the full extent of any damage incurred during use.
2. The security deposit is required to secure the reservation and must be paid at the time the Facility Use Agreement is signed. The full usage fee is due and payable two week's prior to the date of the event.
3. The security deposit will be returned after inspection of the premises following the event, minus any cost for repair of damages or extra cleaning required as a result of the event.
4. **CANCELLATION POLICY:** If cancellation occurs less than one week prior to the event, no refund is made of the deposit. If cancellation occurs between one week and 30 days prior to the event, \$100 of the \$200 deposit is returned. If cancellation occurs more than 30 days before the event, \$175 of the deposit is returned (100% of the deposit minus a \$25 processing fee.)
5. The Fellowship reserves the right to withdraw a use commitment if conditions for use are violated, or if, in the judgment of the Board, the group or individual's originally stated purpose appears to be altered, inconsistent or no longer valid.

ADDITIONAL CONDITIONS FOR USE BY MEMBERS OF UUFLG

1. There will be no charge for the use of the building for religious services (weddings and wedding receptions, child dedication and memorial services) for members and/or their immediate families, except to cover at cost expenses such as cleaning.
2. No security deposit will be required of members for religious services; however, the waiver of the deposit is not a waiver of liability for any damage incurred in use.
3. If a member is representing an outside group that plans to rent the facility, **regular deposits and rental fees apply.**
4. Set-up and clean up of Fellowship events are the responsibility of the sponsoring committee or group. **MEMBERS** using the building share in its care by:
 - Putting away equipment used
 - Returning chairs as found (unless you've been requested otherwise)
 - Cleaning spills, wiping tables, picking up litter
 - Following KITCHEN CARE instructions as posted in the kitchen
 - Recycling cans and glass, and securely bagging excess trash and putting in trash cans located outside

Please use good and careful judgment in carpeted areas. Treat any spills immediately.

Cleaning supplies are located in the custodian closet located in the back of the auditorium on the right hand side.

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RULES AND PROCEDURES FOR BUILDING USE (cont'd)

BASIC RENTAL RATES

1. All basic rental rates are included in the table in the Rental Agreement Form, Page 2. Rental rates depend on both the facilities rented and the rental period (2 hour, 4 hour, full day, package).
2. All basic rentals require a refundable deposit in advance, at the time the rental agreement is submitted.
3. All rentals require a non-refundable custodial fee of \$20, which is to be paid in conjunction with the usage fee.
4. Rental fees are due at the time the renter picks up the facility key.

PROVISIONS FOR DISCOUNTS

1. Discounts are available for either of the two following conditions:
 - Private party hosted by a UUFLG member. This applies to personal non-religious events such as birthday parties, etc. The rental discount for this type of event is 10%. Deposits and custodial fees are still required. *Any facility rental for other purposes (such as for a business meeting) will be charged at the full rental fee*
 - Non-profit groups for either training classes or group meetings. The discount will be negotiated between the renter, the Administrator, and a representative of the Finance Committee.
2. No rental discounts are available simply because the individual scheduling the rental is a Fellowship member.