

Facilities Use Contract Unitarian Universalist Church of Davis (UUCD) 2015

Facilities of UUCD may be used by church groups, by members and pledging friends, and by individuals and nonprofit groups whose activities and intended uses are compatible with the overall mission of the church.

Facilities Terms of Use: As the “Responsible Person” signing the Facilities Use Contract I understand and agree to the terms below. *Violation of any of these terms may result in the loss of my deposit(s).*

1. My reservation fee (25% of fees, non-refundable) is due when I sign the contract. My remaining fees and deposits are due in full 30 days before my event. If I cancel fewer than 30 days before my event, I forfeit 50% of my fees.
2. I have access to the rental space ONLY during the time(s) outlined in the contract.
3. If I rent only part of any building, other areas of the building may be in use during my rental.
4. I will receive my keypad or lockbox code after I have paid all rental and services fees. If I am unfamiliar with the system, I will arrange a demonstration at least a week before my event.
5. The office is open ONLY 9am-3pm, Monday-Thursday; no one is available to let me into the building at other times.
6. I will follow all Facilities Use Guidelines provided in my rental packet.
7. Any cleaning or damage deposit I have paid will be refunded once my rental space is found by UUCD to be clean, undamaged, and arranged as I originally found it. (UUCD recommends digital photos as a tool to make this easier.) Overnights and/or Social Hall rentals automatically incur a \$500 deposit.
8. I forfeit my cleaning/key deposit if I fail to return any key(s). I forfeit my cleaning/key deposit if I do not complete, sign, date, and return the Cleanup & Closing Checklist provided in my rental packet. The checklist must be returned through the mail slot in the Office/Library Building (near the ground to the left of the main entrance) immediately after my event. Any necessary cleaning or restoration of my rental space will be charged against my deposit(s) at a rate of \$50/hour. Costs for repairing damage will be charged against my deposit(s).
9. I may not use the kitchen to make food to sell. I may not cook in the kitchen unless I have rented it.
10. UUCD audiovisual equipment may be used only by the church’s authorized AV Operators.
11. Recognizing that even a few conscious decisions can make a big difference, I will review the *Tips for a Green Event* provided in my rental packet by the UUCD Green Sanctuary Committee. I will respect UUCD’s commitment to care for the Earth and to strive for zero-landfill status.
12. I will keep ALL children and youth under adult supervision at all times. Events with minors present are required to have two unrelated adults (over age 21 & at least 5 years older than the oldest minor) present at all times. Two adults married to each other/partnered are considered related.
13. I will remove all personal items brought by me, my guests, caterer, etc.
14. To have a piano tuned, I will arrange with UUCD’s authorized piano tuner at least two weeks prior to my event.
15. I will make sure music and noise are not audible outside the buildings between 10pm and 7am (Yolo County Code).
16. I will abide by the Davis Fire Department safe occupancy limits.
17. I will not allow anyone to smoke anywhere on the UUCD property.
18. I will ensure that alcohol is not sold, that alcohol is served and consumed in accord with California state law, that no person shall serve or allow others to serve alcohol to a minor or to anyone who is obviously intoxicated, and that alcohol is only consumed within the event space.
19. I will not tolerate illegal activity of any kind at or near my event.
20. I will not use my event to endorse a candidate, political party, or ballot measure.
21. Liability: I agree to defend, indemnify and hold harmless against all claims the Unitarian Universalist Church of Davis, its congregants, officers, and staff. I assume liability of all damage to property owned by UUCD that results from or is connected to my event. (*Liability insurance can be obtained via homeowner/renter’s policy, or from an online vendor.*)

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- Day-of-Event Liability Insurance, in the amount of \$1,000,000 with the Unitarian Universalist Church of Davis listed as an additional insured on the certificate, should be obtained by renters holding large events. Renters should present the certificate with the final payment of fees.
 - Day-of-Event Liability Insurance with Liquor Liability Coverage, in the amount of \$1,000,000 with the Unitarian Universalist Church of Davis listed as an additional insured on the certificate, should be obtained by renters for large events where alcohol will be served. Renters should present the certificate with the final payment of fees.
22. Though this rarely happens, my event may be relocated in the event of an urgent church need.