

**Facilities Terms of Use (1-12):** Please initial each item  and return as part of your signed contract.

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.  **Facilities Use Guidelines:** I will follow all Facilities Use Guidelines provided via the link below.  
<http://uudavis.org/about-us-2/location/rental/facility-descriptions/>
  - Click on: Kitchen use guidelines
  - Click on: Meeting Room use guidelines
  - Click on: Social Hall use guidelines
  - Click on: Sanctuary use guidelines
  - Click on: Library use guidelines
  - Click on: Bridgehouse use guidelines
  - Read about Cottage use.
  - Read about Grounds use.
2.  **Church Priority Use:** In the rare event of an urgent church need, such as a memorial service, my event may be relocated or re-scheduled. If I rent only part of any building, other areas of the building may be in use by church groups or other renters during my rental.
3.  **Reservation Deposit:** A reservation fee (25% of fees, non-refundable) may be required to hold my event on the church calendar; 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.
4.  **Cleaning/Key Deposits:** Overnights and/or Social Hall rentals automatically incur a \$500 deposit. I will remove all personal items brought by me, my guests, caterer, etc. 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). 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.) I forfeit my cleaning/key deposit if I fail to return any key(s).
5.  **Building Access:** I have access to the rental space ONLY during the time(s) outlined in the contract. The keypad or lockbox code appears on a **boxed box** on page 1 of the Facilities Use Contract. The office is open ONLY 9am-3pm, Monday-Thursday; no one is available to let me into the building at other times. If I am unfamiliar with the building access system, I will request a demonstration from church staff at least a week before my event.

**Access:** On the doorframe of the main entrance there is a lock box with your key inside. Using the key code from your rental form, open the box, use the key, and return it to the lockbox. You will need to access it again to lock up.

**Access:** Please enter through the north Kitchen door using the keypad code from your rental form; a small green light will come on and the lock will unlatch. Give the door handle a push in, then pull it out to open the door. Make sure the door latches behind you. To give access to the rest of your group, proceed to the west door. In the drawer closest to the west door, you'll find an Allen wrench. Insert the wrench into the hole on the panic bar and turn it a quarter turn while pushing in on the bar, so that it holds the bar in the compressed (unlocked) position. The Kitchen and east doors open in the same manner. When you leave, lock the east, west, & Kitchen doors with Allen wrench. Make sure they are fully closed.
6.  **Safe Use & Noise Limits:** I will not tolerate illegal activity of any kind at or near my event. I will abide by the Davis Fire Department safe occupancy limits posted above each exit. I will not allow anyone to smoke anywhere on the UUCD property. I will make sure music and noise are not audible outside the buildings between 10pm and 7am (Yolo County Code).
7.  **Commercial & Political Uses:** I may not use the kitchen to make food to sell. I may not cook in the kitchen unless I have rented it. I will not use my event to endorse a candidate, political party, or ballot measure.
8.  **Audio Visual & Piano Uses:** UUCD audiovisual equipment may be used only by the church's authorized AV Operators. To have a piano tuned, I will arrange with UUCD's authorized piano tuner at least two weeks prior to my event.
9.  **Use of Church Dishes & Green Practices:** I will respect UUCD's commitment to care for the Earth. Recycling, composting and landfill bins are provided in each building. If I arrange for use of church dishes, linens, glassware and/or utensils, I include time for cleaning and putting away in my total rental hours. I will provide helpers for cleaning or pay for church Event Assistance services.

10.  **Minors:** 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.
11.  **Alcohol:** 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; that alcohol is only consumed within the event space.
- Obtain ABC (Alcohol Beverage Control) Permit for the event: I understand that ABC (Alcohol Beverage Control @ 916-419-1752) may require a permit for events where Alcohol will be served; or taken from the premises by guests. As a 501c3 non-profit organization, I may qualify for a discounted rate from ABC to serve Beer, Wine, and Distilled Spirits.
12.  **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.*) When requested by the church, please provide one of the following certifying liability insurance coverage:
- 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.