

## FACILITIES TERMS OF USE

### Fees & Deposits

25% of fees, non-refundable, may be required when the contract is signed. Remaining fees and deposits are due 30 days prior to event. Renter cancelling in the 30 days before event forfeits 50% of fees.

Cleaning/Key Deposits: Overnights and/or Social Hall rentals automatically incur a \$500 deposit.

Remove ALL personal items brought by guests, caterer, etc., INCLUDING FOOD and DRINKS. Any necessary cleaning or restoration of facility by UUCD will be charged against deposit(s) at a rate of \$50/hour. Costs for repairing damage will be charged against deposit(s). Failure to return keys forfeits deposit.

Any unused deposit will be shredded/refunded once facility is found by UUCD to be clean, undamaged, and arranged as it was prior to the event: UUCD recommends taking digital photos when you arrive as a tool to make this easier.

### Limitations

The Facility is not available for use by political candidates or parties, or to endorse a candidate/measure.

The Facility is not available as housing (even short-term) or for storage of personal belongings (including vehicles), except as part of a church program (such as an all-church campout).

Priority: For an urgent church need, such as a memorial service, scheduled events may be relocated/rescheduled.

Separate events may be scheduled in different parts of the same building simultaneously (ex: meetings in 2 rooms).

The kitchen is not commercial and so may NOT be used to make food to sell.

The kitchen may only be used for cooking if explicitly reserved for this purpose; otherwise, use of the fridge, counterspace, is acceptable if approved ahead of time.

Electric Vehicle users are asked to plan so that they do not need to charge while at UUCD.

### Day of Use:

**Access** is limited to the time(s) outlined in this contract; the keypad or lockbox code appears on a bolded box on page one. Facility users must use the code (WITHOUT STAFF ASSISTANCE) to access their space. If unfamiliar with the building access system, they may request a demonstration from church staff at least a week prior to the event.

**Keybox/Lockbox Code is on page one of this contract.**

- Lockbox (Cottage): On the doorframe of the main entrance. Using the key code, open the lockbox, use the key, and return it immediately to the lockbox. Access the key again to lock up.
- Bridgehouse/Redbud Montessori: Obtain key from Karen Gill, Redbud Director, on a school day prior to event: karen@redbudmontessori.org
  - DO NOT use/ touch Montessori supplies, toys, books, exercise mats, dishes, microwave, etc.
  - Chairs, tables, fridge, stove, may be used.
  - After event: The space must be arranged EXACTLY as it was before the event.
    - All play-area groundcover is back in the enclosure and evenly spread.
- Main Building: Enter through the north Kitchen door using the keypad code; 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 entrance. 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 and latched.

- Automated Double Doors (Library & Social Hall): Use instructions at the end of this document to ensure door motors DO NOT BURN OUT. YOU ARE RESPONSIBLE FOR CORRECT USAGE.

## Space Use

### Use décor that leaves no trace.

Dishes, appliances (coffee pot: bring your own grounds), tablecloths, vases, etc. are available to use: put all back clean.

Piano: Please do not place things on the piano. If a piano or its cords are moved, return them to the default (posted in the AV Booth or available from the Administrator.) To have a piano tuned, arrange with UUCD's authorized piano tuner at least 1 month prior to event.

Audio Visual: UUCD audiovisual equipment may be used only by the church's authorized AV Operators.

### Before you leave:

- Put things back as they were found (using photos taken at arrival for reference).
- Cleaning
  - Surfaces (tables, counters, floors, etc): Wipe up any crumbs, spills; sweep or vacuum as needed.
  - No Sink Disposals: Scrape food from dishes to organics bin; after washing dishes, clean food from sink to organics bin.
  - Linens: Return everything to storage bins to prevent mouse access.
    - Tablecloths: Crumbs can be shaken off outside; spills must be washed (can take home to wash). Fold and put away in bins.
    - Towels: If only a few were used, place in washing machine and close. If enough for a load, wash (can take home to wash), fold, put away in bins.
  - Recycling, composting, organics, and landfill bins are provided in each building; Sort all refuse accordingly and—if the bins are 75% or more full, empty them into the correct Recology Rolling Bin outside (these are found in the wooden "corral" alongside the entry drive and on the west side of the Bridgehouse). Extra bin liners are in the Social Hall, under the long service counter (sink side).
- Turn off lights, fans (unless there's a sign saying to leave it on).
- Check that all windows and doors are locked, latched, secured. Automatic doors are OFF.

## Safety

**Do NOT tolerate illegal activity** of any kind at or near your event.

**Music and noise** must be inaudible outside the buildings between 10pm and 7am (Yolo County Code).

**Events may NOT endorse** a candidate, political party, or ballot measure.

**Minor Safety:** Keep ALL children and youth under adult supervision at all times (playground equipment requires supervision and is for use by children under 12 only).

CA SB AB506: Nonprofit 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. *\*Married/partnered adults are considered related.*

All ages will act safely: for people, the landscape, and built environment (including staying off roofs).

## Extreme Fire Danger:

Smoking of any kind is prohibited on UUCD property (buildings, grounds, paved and/or parking areas).

Abide by the Davis Fire Department safe occupancy limits posted above each exit.

Flames are not permitted indoors unless it's an individual chalice on a stable table.

Burning of substances, such as incense and smudging, are not permitted.

Flames are not permitted outside except by special permission and following Fire Keeper procedures.

- ☒ Fire Circle Will NOT be Used.
- ☒ Fire Circle use REQUIRES ADVANCED, CONTRACTED PERMISSION.
- ☒ Limit Fire circle use to when regional CA State Parks allow campfires. Source: CA State Park, Colusa-Sacramento River State Recreation Area; Scroll down to: Posted Order 645-384 Temporary Fire Restrictions
  - ☒ Current: No fires allowed. =No campfires allowed at UUCD during this time.
  - ☒ When Fire Circle fires are permitted:
    - ☒ Non-refundable Fee \$60 (this covers staff support)
    - ☒ + Additional \$100 returnable deposit will be held until the user completes the entire Fire Keeper checklist. If the checklist is completed, then the deposit is returned. If not, UUCD keeps it as a penalty. This is intended to highlight the real risk of fire to our highly flammable site and environs.

## Alcohol

- ☒ **Alcohol: Will NOT be Served.**
- ☒ **Alcohol:** I will ensure 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.
- ☒ ABC (Alcohol Beverage Control) Permit: I understand that Yolo County, 916-419-1752, may require a permit for events where Alcohol is served or taken from the premises by guests. 501c3 non-profits may qualify for a discounted rate from ABC to serve Beer, Wine, and Distilled Spirits.

**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.

**I have read, understood, and agree to the above terms** (violations of which may result in the loss of my deposit):

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## SOCIAL HALL DOUBLE DOORS

I O II

*To open and close by hand.*

### **UNASSISTED DOORS - Power Switch kept in OFF (O) position.**

Use hex-key (in the drawer) to set the door crash bars to open/unlocked.

You can hook the doors outside to hold open for welcoming (hooks on the patio).

You can use the hooks on the patio to prop the doors open for welcoming.

After Event: Unhook and close doors; use hex-key to release crash bars (this locks the doors).

Return hex-key to drawer. Exit; doors will lock behind you.

*To open and close using a wall-mounted assist bar.*

### **MOTOR ASSISTED OPEN/CLOSE (I):**

Use hex-key (in the drawer) to set the door crash bars to open/unlocked.

**IF NOT UNLOCKED, MOTOR CAN BURN OUT!**

Turn the Power Switch to On position (I)

*Pushing the Door Assist Bar will open the doors for 20 seconds.*

After Event: **Reset Power Switch to OFF position (O).**

Use hex-key to release crash bars (this locks the doors).

Return hex-key to drawer. Exit; doors will lock behind you.

*To set both doors in the open position for welcoming using a wall-mounted assist bar.*

### **MOTOR ASSISTED—STAY OPEN (II):**

Use hex-key (in the drawer) to set the door crash bars to open/unlocked.

**IF NOT UNLOCKED, MOTOR CAN BURN OUT!**

Turn the Power Switch to On position (II)

*Both doors will open and stay open.*

To close the doors after your event: **Reset Power Switch to OFF position (O).**

*After 20 seconds, doors will close.*

Use hex-key to release crash bars (this locks the doors).

Return hex-key to drawer. Exit; doors will lock behind you.

*To open and close by hand.*

**UNASSISTED DOORS - Power Switch kept in OFF (O) position.**

Enter the Facilities Room (in front of you, across the Foyer).

On the wall behind the door is a silver switch.

Flip it UP to UNLOCK the door crash bars (you should hear the bars pull in).

*Doors can now be opened from outside by hand.*

After Event: Return to the Facilities Room. Flip the silver switch DOWN to LOCK the door crash bars (you should hear them pop out). Exit; doors will lock behind you.

*To open and close using a wall-mounted assist bar.*

**MOTOR ASSISTED OPEN/CLOSE (I):**

Enter the Facilities Room (in front of you, across the Foyer).

On the wall behind the door is a silver switch.

Flip it UP to UNLOCK the door crash bars (you should hear the bars pull in).

**IF NOT UNLOCKED, MOTOR CAN BURN OUT!**

Turn the Power Switch to On position (I)

*Pushing the Door Assist Bar will open the doors for 20 seconds.*

After Event: **Reset Power Switch to OFF position (O).**

Return to the Facilities Room. Flip the silver switch DOWN to LOCK the door crash bars (you should hear them pop out). Exit; doors will lock behind you.

*To set both doors in the open position for welcoming using a wall-mounted assist bar.*

**MOTOR ASSISTED—STAY OPEN (II):**

Enter the Facilities Room (in front of you, across the Foyer).

On the wall behind the door is a silver switch.

Flip it UP to UNLOCK the door crash bars (you should hear them pull in).

**IF NOT UNLOCKED, MOTOR CAN BURN OUT!**

Turn the Power Switch to On position (II) *Both doors will open and stay open.*

To close the doors after your event: **Reset Power Switch to OFF position (O).**

After 20 seconds, doors will close.

Return to the Facilities Room. Flip the silver switch DOWN to LOCK the door crash bars (you should hear them pop out). Exit; doors will lock behind you.