

FIRST UNITARIAN CHURCH
 1800 BELL AVENUE
 DES MOINES, IA 50315
 515-244-8603
BUILDING USE AGREEMENT

RESPONSIBLE PERSON _____
 _____ LAST _____ FIRST _____

 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 DAYTIME PHONE _____-_____-_____ EVENING PHONE _____-_____-_____

E-MAIL _____ FAX _____-_____-_____

ORGANIZATION _____

PURPOSE OF GATHERING _____

EVENT DATE
OPEN BLDG AT
CLOSE BLDG AT
EVENT TIME
ESTIMATED ATTENDEES
ALCOHOL ___ YES ___ NO
CHURCH MEMBER ___ YES ___ NO

SPACE RENTAL FEES	FEE	# OF HRS	CHARGE
AUDITORIUM (no food or beverages)	\$50/hour or \$250 daily maximum	_____	_____
MARY SAFFORD ROOM (no food or beverages)	\$30/hour or \$150 daily max	_____	_____
CHANNING HALL			
No food, beverages only	\$35/hour or \$175 daily maximum	_____	_____
Light refreshments or catered meal	\$70/hour or \$350 daily maximum	_____	_____
Full meal prepared in kitchen	\$100/hour or \$500 daily maximum	_____	_____
CLASSROOMS, PATIO			
No food, beverages only	\$30/hour or \$90 daily maximum	_____	_____
Light refreshments or catered meal	\$40/hour or \$120 daily maximum	_____	_____
Full meal prepared in kitchen	\$70/hour or \$210 daily maximum	_____	_____
WEDDING PACKAGES (up to 8 hours, including rehearsal time)			
Wedding and reception (includes auditorium/Mary Safford room, 2 classrooms, Channing Hall, kitchen)	\$600	_____	_____
Reception only (includes Channing Hall & kitchen)	\$450	_____	_____
Wedding only (includes auditorium/Mary Safford room, 2 classrooms)	\$300	_____	_____
OTHER APPLICABLE FEES			
Facilities Coordinator	\$50 up to 2 hours, then \$20/hour thereafter	_____	_____
Sound System Technician	\$25/hour	_____	_____
Equipment Rental (TV/DVD/Screen/laptop/ projector)\$20 per item		_____	_____
Janitorial Fee	\$50	_____	_____

TOTAL FEES (Due 14 days in advance)	PAID	_____	_____
		AMOUNT	DATE
DEPOSIT \$ 150.00	DUE UPON SIGNING	_____	_____
(Required to hold reservation and to cover damage or cancellation.)	PAID	AMOUNT	DATE

Fees do not include honoraria for the professional services of the minister or pianist.

**TERMS AND CONDITIONS OF BUILDING USE
FIRST UNITARIAN CHURCH**

1. **RESPONSIBLE PERSON:** The individual responsible for the rental and signing this agreement must be at least 18 years of age. You and others are a guest in our facility. Please act accordingly.
2. **CANCELLATION:** This agreement may be canceled up to 30 days prior to the event without penalty. Cancellations less than 30 days prior to the event will result in forfeiture of the entire deposit.
3. **SMOKING:** No smoking in any part of the building under any circumstances.
4. **ALCOHOL:** If alcoholic beverages are served, an Alcohol Policy Agreement must be signed and all terms complied with.
5. **DECORATIONS:** You may provide your own decorations. No decorations may mar or damage the walls, windows, floors, fixtures, ceilings, tables or any other part of the building or its contents. The following may NOT be used: glue, pins, tacks, nails, staples, screws or tape. Blue delicate surface painters tape MAY be used but even this tape may cause damage. No candles are allowed except for votive candles in appropriate votive candle holders, battery-operated candles or for a wedding ceremony, candelabras with glass globes. All decorations must be removed at the conclusion of the event. See item 13 below regarding damage.
6. **EVENT PUBLICITY:** The Church name and address may be used to identify location. The Church telephone number **may** not be published. You may not indicate the church is a sponsor of your event unless you have specific written permission from the Director of Finance and Administration.
7. **PERSONAL PROPERTY:** The Church is not responsible for lost, stolen or damaged personal property. Security, if needed, must be provided by the renter.
8. **NOISE:** Please be considerate of others in the building and our neighbors. Noise levels must comply with the City of Des Moines noise ordinance.
9. **SPACE:** The renter must confine the members of their party, including children, to the space(s) rented and restrooms.
10. **LATE PENALTY:** Failure to meet the prearranged opening and closing schedule will result in an inconvenience fee to be deducted from the deposit, at the rate of \$50 for each 5 minute delay.
11. **EARLY DEPARTURE:** No part of any fee will be refunded for early departure. If you plan to depart earlier than building use agreement states, you must notify the DFA and the Facility Coordinator.
12. **CLEAN-UP:** The renter is responsible for picking up all areas used. Trash bags are furnished. All items brought to the facility for the event must be removed prior to the agreed-upon building closing time. If kitchen equipment is used, it must be washed, dried and returned to the appropriate location in the kitchen prior to building closing time.
13. **DAMAGE:** The renter is responsible for any and all damage to Church property, equipment and contents. No part of the building may be damaged or marred by any decorations or other items affixed to walls or ceilings. All costs incurred to repair such damage will be deducted from the deposit. Any remaining deposit will be refunded. If any of the above charges exceed the deposit, the renter will be billed for any charges in excess of the deposit.
14. **HOLD HARMLESS:** The responsible party hereby agrees to defend, indemnify and to hold First Unitarian Church, and all of its employees, agents, representatives, affiliates, contractors, or invitees, harmless from any and all claims, causes of action, judgments, suits and/or demands of every nature instituted by any other person or entity, claiming that First Unitarian Church is liable, in whole or in part, directly or indirectly, for any injuries or damages claimed to have arisen out of the renter's use of First Unitarian Church pursuant to this agreement.
15. **COST OF ENFORCING THIS AGREEMENT:** Should legal action be required to enforce the terms of this agreement, First Unitarian Church shall be entitled to recover all costs including court costs, reasonable attorney's fees, paralegal fees, and expert fees.

I have read and agree to all terms, conditions and fees as detailed in this agreement.

RESPONSIBLE PERSON _____ **DATE** _____

CHURCH MEMBER PRESENT _____ **DATE** _____
(if applicable per policy)

CHURCH REPRESENTATIVE Deborah L. Dessert (Signed) _____ **DATE** _____
Deborah L. Dessert, Director of Finance and Administration, 515-244-8603. Ext. 101, dfa@ucdsm.org