

# Terms and Conditions of Building Use

## ACCESS AND MARKETING:

- If you are given an access card, you are the sole person responsible for the card. Do not give the card to anyone. You are also responsible for returning the card immediately after your event is over. If the alarm is set off, you will be responsible for paying the \$200 penalty fee. If you lose the card, please notify the rental coordinator immediately so access can be disabled. There will be a fee of \$25 for lost cards.
- No renter may advertise the Church name in their marketing or promotional literature as a sponsoring organization without written approval from the Minister and/or Church Administrator, unless it is a church event or affiliated organization event. Non-church events are prohibited from listing the church's phone number on advertising materials as a contact number for further information. The renter is responsible for providing all necessary information and registration, including directions, to those who may need them.

## CONDUCT:

- You are responsible for the conduct of the participants, as well as any damage to the building, equipment, or grounds or personal injury to members or guests. The Minister and/or Church Administrator may require your group to provide your own insurance to cover congregational facilities and property during your event with a one-time rider policy presented with the rental agreement. The Minister and/or Church Administrator reserves the right to cancel any permission granted and will not be liable for any costs incurred by the renter.
- Children must be supervised **at all times** whether the nursery has been rented or not.
- Only service animals are allowed in the building during rentals without prior approval.
- Smoking is prohibited throughout the building.
- Possession and/or use of controlled substances not prescribed by a physician, and unruly behavior are prohibited. Possession and/or use of firearms and/or dangerous weapons is prohibited unless firearms are part of professional security for an event.
- Given our location in a residential neighborhood, we ask that noise be limited especially for events extending past 10 PM. All events, including clean up, should end no later than midnight.
- Use of the facilities shall be strictly limited to those areas designated and approved in the Building Use Agreement. Whenever special equipment is required, a Congregational Representative may be assigned to your event, at additional cost. This cost will be determined by the time the person must be present to complete their responsibilities. This representative shall have complete authority concerning the use of the facilities and grounds.

**PARKING AND POLICE/FIRE ASSISTANCE:**

- Parking is restricted to the parking area east and south of the church. If you feel you need additional parking, you may contact the nearby businesses to gain approval to use their parking areas. Do not use their parking lots without gaining permission first.
- If the nature of your event requires special police, chaperones, and/or fire protection, these expenses are your group's obligation. The Minister and/or Church Administrator reserves the right to require that police, chaperones, and/or fire protection be provided along with a one-time insurance rider if concerns exist regarding safety and the well-being of participants and the facilities.

**DECORATIONS AND CLEAN UP:**

- You may provide your own decorations. No decorations shall mark 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 can cause damage. No candles are allowed except for votive candles in an appropriate votive candle holder, battery operated candles, or for a wedding ceremony, candelabras with glass globes. All decorations must be removed at the end of the event. No part of the Church may be damaged or marred by any decorations or other items affixed to the walls, floors, or ceilings. All costs incurred to repair such damage will be deducted from the deposit and any remaining deposit will be refunded. If any of the damages exceed the amount of the deposit, the renter will be billed for those charges more than the deposit.
- The renter is responsible for picking up all areas used. Supplies are provided for you. 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, further information will be supplied. Leftover food may NOT be left in the kitchen without approval from the Minister and/or Church Administrator. Failure to properly tidy/clean the space will result in a fee. Trash bags will be provided to you and all trash/recycling should be placed in the receptacles located in the south parking lot.

**OTHER:**

- The Church is not responsible for individual property that is lost, stolen or damaged. Security, if needed, must be provided, and paid for by the renter.
- All payments must be made two weeks (14 days) before the event starts. Failure will result in event cancellation and the deposit will not be refunded.

The responsible party hereby agrees to defend, indemnify and hold First Unitarian Church of Des Moines, as well as all of its employees, agents, representatives, affiliates, contractors or invitees, harmless from any and all claims, causes of action, judgements, suits and/or demands of every nature instituted by any other person or entity, claiming the 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.

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Signature of Responsible Party (must be over 18 years of age)

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Date