

FACILITY USE QUOTE & AGREEMENT

***** OUR BUILDING IS A SMOKE-FREE ENVIRONMENT *****

GENERAL INFORMATION

- Fees are for four (4) hours of building use, inclusive of setup and cleanup. Time over 4 hours will be an additional 4-hour charge.
- Custodial services are not included in Building Use Fees. Renters are required to return the facility to its original condition.
- Cost of repair to our building or furnishings due to rental will be paid by renter.
- If cancelled within 2 weeks of the reserved date, your \$50 deposit will not be refunded

CANCELLATION FEE

INSTRUCTIONS

- Please review the Quote information for accuracy. Contact the church office for corrections.
- Please read and sign the *Facility Use Quote & Agreement* on the reverse side.
- Musical events require a *Use Agreement for Recitals and Musical Events*. It is to be signed and returned with the *Facility Use Quote & Agreement* & deposit.
- **Return signed Agreement & Deposit within 10 days of receipt.**
- **Full rental payment must be received no later than five (5) business days prior to the event.**

CONTACT INFORMATION			
INDIVIDUAL / ORGANIZATION		E-MAIL ADDRESS	
ORGANIZATION CONTACT		CELL PHONE	
EVENT INFORMATION			
<u>EVENT DESCRIPTION</u>	<u>DAY / DATE</u>	<u>START / END</u>	<u>DOOR UNLOCKED</u>

ROOMS				
☐ Sanctuary/Hearth	☐ Commons/Hearth	☐ Kitchen	☐ Chapel	☐ Other Meeting Rooms:
TOTAL DUE (not including deposit) <i>Payment due not less than 5 business days prior to event</i>	\$	BUILDING USE DEPOSIT \$50 Due at the time of reservation		Use of rooms other than those contracted for is not permitted.
OFFICE USE ONLY		PLEASE WRITE A SEPARATE CHECK		
Held on Calendar:		Deposit check will be shredded upon successful post- event inspection.		
Agreement Sent:				
Payment Received:				

TERMS AND CONDITIONS OF BUILDING USE**ENDORSEMENT OF USER VIEWS**

- It is understood that the First Unitarian Universalist Church of Rochester, by making its building and facilities available for use by the group designated on this agreement, neither necessarily endorses nor assumes responsibility for the views of said group. The group agrees to specifically and expressly make this clear as a part of any presentations to its meetings and in any materials broadcast, published, or otherwise issued to publicize or promote activities of the group to be held in the building.

SCHEDULING

- No outside group event may conflict or interfere with church programs.
- The church reserves the unconditional right to appropriate any part of the building when needed for Memorial Services; however, an attempt will be made to make other space or time available if such an appropriation is made, or refund fees paid.
- The \$50 deposit will not be refunded if event is cancelled within two (2) weeks of the reserved date.
- Building use fees may be returned under extenuating circumstances (e.g., building repair, inclement weather).

BUILDING ACCESS

- The building has an electronic door lock system. The front doors will be programmed to unlock and lock at set times, based on your rental timeframe.

THE FOLLOWING ARE NOT ALLOWED

- Serving of alcoholic beverages by non-members, or outside of the church policy GSA – 12 Alcohol and Drug Use for Events and Rentals
- Smoking in the building.
- Food service or consumption in areas other than the Commons Room.
- Use of the church A/V system
- Candles or other open flames, except with approved supervision during wedding ceremonies in the Sanctuary or Chapel.
- Rice, birdseed, or confetti thrown inside or outside the building; glitter; balloons launched outside of the building.
- Use of the Universalist Church china.
- Storage of items on the premises without special prior permission.

CARE AND USE OF THE BUILDING

- Parking:
 - The upper lot is available for drop-off, and handicapped and limited mobility parking only.
 - The lower lot is for general parking.
 - No parking is allowed in the drop-off circle. It must remain clear for emergency vehicles.
- Do Not Prop Open any doors with open-assist mechanisms: The front door and interior handicapped assist electronic systems can be damaged by being propped open. All repair costs will be charged to the renter.
- Setup, cleanup, and janitorial assistance are not services provided by the church.
- Failure to restore the premises to their original condition immediately following use will result in the forfeiting of all or part of the Building Use Deposit. Expectations for cleanup include:
 - Return all tables, chairs, musical instruments, and other furnishings and contents to their original location, unless otherwise directed by office staff.
 - Remove all litter and debris from floors and furniture, and place in the outdoor dumpster
 - Sweep floors and mop up spills
 - The kitchen and its contents are to be cleaned, washed, and returned to their original condition and location
 - Restore restrooms to a clean condition
 - Turn off lights at end of use
 - Lock all doors and windows at end of use

AGREEMENT

- The undersigned understands that permission to use the building and/or facilities may be revoked at any time by the Church and is subject to the stated Terms and Conditions, which the undersigned acknowledges having read and agrees to follow.
- The undersigned is at least 21 years of age and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use.
- The undersigned acknowledges in signing this agreement that he/she accepts responsibility on behalf of the group/organization and that he/she has the authority to do so.

Authorized by _____

Date: _____

Return your signed Agreement & Deposit within 10 business days of receipt. Payment due no later than 5 days prior to event.

Addendum

USE AGREEMENT FOR RECITALS AND MUSICAL EVENTS

Because of our fine instruments and acoustics, the Sanctuary of our church is an inviting place to hold recitals and performances. To preserve the quality of the instruments, maintain the dignity of the space and grounds and ensure that your event is successful, the following guidelines exist for recital and performance use:

GENERAL CARE OF THE INSTRUMENTS

- Do not place anything other than music on the piano, harpsichord, or organ (e.g., anything containing liquids, flowers, coats, briefcases, purses, decorations, notebooks, etc.).
- It is appreciated that no jewelry is worn when using the piano, harpsichord, or organ. Other common causes of scratches and damages are belt buckles, zippers, etc.
- Only those participating in the event may use the instruments. Younger siblings or other untrained observers may not be familiar with proper use.
- The piano should be fully closed when finished.

MOVING INSTRUMENTS

- The piano *may not* be moved from the chancel to the seating level. It may be moved—*carefully*—in the chancel area and returned to its original position upon completion of the event. Two people are required to move the piano.
- The user *may not* move the harpsichord.
- Church-approved professional movers, at the user's expense, may bring in additional pianos. The mover schedules such moves through the church office. The user is responsible for direct payment to the mover.

TUNING

- The church tunes the grand piano in the Sanctuary four times a year. Additional tuning is at the user's expense and may be performed by church-approved tuners only.
- If you feel that the piano needs a tuning “touch up” prior to your event, contact the church office for a list of approved tuners. The user is responsible for direct payment to the tuner. The tuner schedules tuning time through the church office.
- The harpsichord is tuned on an as-needed basis. Should you choose to use the harpsichord, tuning is performed at the user's expense by church-approved tuners. The user is responsible for direct payment to the tuner.

ORGAN

- The church Organist has priority for the use of the organ and must authorize all use of the organ.

MISCELLANEOUS

- The use of extra equipment from the church may be allowed but must be specified in the **Building Use Agreement** (e.g., music stands). Additional fees may apply.
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AGREEMENT

- I have read the **Use Agreement for Recitals and Musical Events** and agree to all terms and conditions. In signing this agreement, I acknowledge that I have the authority to do so and accept responsibility for my group/organization.
- Additionally, I have read and signed the **Building Use Agreement**, which defines terms and conditions for use of the building.

Authorized by _____

Date: _____

Return a signed copy with your agreement.