

BUILDING USE AGREEMENT
(Approved by the Board of Stewards 3/07)

Organization / Individual			
Event Name			
Year	Month	Date	Day
Start Time	r AM r PM	Finish Time	r AM r PM
Facilities	r Sanctuary r Downstairs	r Kitchen r Library	
	r Other _____	r Other _____	

This agreement is made between the United Church in Tallahassee (*henceforth referred to as "UCT"*) and the Organization / Individual listed above (*henceforth referred to as "The Occupant"*).

In compensation for use of the facilities described above, for the date and times described above, The Occupant will pay UCT \$_____ and no cents and agrees to the conditions specified below:

1. A 50% deposit to reserve the space for your date and a \$30.00 refundable security/cleaning deposit (by separate check) will be submitted at the time this agreement is signed. The security/cleaning deposit will be fully refunded if the facility is left in an acceptable condition.
2. The balance of the facility-use compensation will be due at the beginning of the event.
3. There will be a \$25.00 fee charged for checks returned for insufficient funds.
4. If you need a sound system you must provide your own or use the equipment on-site. Should you elect to use the equipment on-site, you must pay additional fees for the use of the equipment, and for the services of an equipment operator. A schedule of fees for Equipment Usage is available upon request.
5. Please call the office the week before your event to make arrangements to pick up a key and receive instructions on facility use.
6. The facilities used will be left cleaned, secured, and with the thermostats returned to the proper settings. Clean up includes: emptying trash to the outside pick-up area, vacuuming if necessary (vacuum kept in closet opposite kitchen access window), washing and putting away dishes, leaving bathrooms in good order. Security includes: closing and locking all windows and doors, leaving the outside light on over the front door (switch on wall to left of front door), leaving on low intensity lighting in the kitchen (single switch on wall inside kitchen off the patio corridor) and turning off all other lights.
7. Parking is allowed only on the graveled areas of the lot unless other arrangements have been made.
8. There is no smoking allowed in any part of the building. Please smoke outside and dispose of cigarette butts in the proper receptacles.

9. No alcoholic beverages may be consumed on the church property.
10. Please remove any leftover food or drink. Do not leave in refrigerator or on kitchen counters.
11. Slide the key under the "Offices" door before leaving or return it to the church office no later than 24 hours after the event.
12. All public events must not discriminate by age, race, religion, sexual orientation, or marital status.
13. All publicity must clearly state *"Held at but not sponsored by United Church in Tallahassee"*.
14. UCT retains the right to utilize non-rented portions of the building for other activities as long as they do not interfere with the activity cited in this contract.
15. UCT retains the right to cancel this contractual agreement, with refund, in the event of a pastoral emergency.
16. Please report all maintenance problems to the church office. In the event of an emergency (which may include a maintenance emergency), call the number designated "After Hours Contact."
17. In an emergency call the church office number for the name and phone number of the month's Care Team Steward to contact.

I have read and agree to the above conditions:

Signed for The Occupant _____ Date _____

Contact Person (please print):

Name _____ Day Phone (_____) _____

Evening Phone (_____) _____ E-mail Address _____

Signed for UCT _____ Date _____

For church use only:

Security/Cleaning Deposit received \$ _____ Date received _____

Holding Deposit received \$ _____ Date received _____

Balance received \$ _____ Date received _____

S/C Deposit returned \$ _____ Date returned _____