



## **Building Use Agreement**

*Submit a request online at [www.uccaustin.org/eventrequest](http://www.uccaustin.org/eventrequest). The signed copy of this agreement and a \$200.00 refundable deposit is due to the church office to secure your reservation. Contact Church Administrator Katie Edwards at [uccadmin@uccaustin.org](mailto:uccadmin@uccaustin.org) or 512-218-8110 if you have any questions.*

### **UNITED CHRISTIAN CHURCH BUILDING USE AGREEMENT**

We/I, \_\_\_\_\_ (hereafter "Group"), agree to save and hold harmless United Christian Church (hereafter "UCC"), its employees agents, members, contractors, from any and all claims for bodily injury or property damage arising out of the Group's usage of the above facilities. And, agrees to indemnify UCC for any and all costs, attorney's fees, or expense incurred in defending any claim for bodily injury or property damage arising out of the Group's usage of the above property. Approval of this application may be conditioned upon evidence of liability insurance protecting UCC with limits specified by its Council.

Group agrees that its representatives will be present throughout the dates and hours of usage and will be responsible for ensuring proper conduct of all members, guests, or invitees of the Group as well as proper care for the facilities rented. Group, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to the subject premises will be made within ten (10) days of notification by a church representative.

In the event of emergencies, phone numbers are posted in the kitchen by the phone. There are also fire extinguishers in the Fellowship Hall/Kitchen area.

We ask that you adhere to the following policies and guidelines when using the facilities.

#### **1. FEES, DEPOSIT, CANCELLATIONS**

- 1.1. A refundable deposit of \$200.00 is due to reserve building and secure reservation. This deposit will be held until the completion of the event.
- 1.2. Payment may be by cash or check, online through the church's website, or through PayPal at email [uccadmin@uccaustin.org](mailto:uccadmin@uccaustin.org).
- 1.3. Fees will be charged according to the Fee Table enclosed and may be adjusted at the discretion of the UCC staff.
- 1.4. The rental fee total is due on or by the first day of the event unless otherwise worked out with the Administrator/assigned church representative.
- 1.5. If the event is canceled 10 days prior to the reserved date, the deposit will be returned. If the event is canceled with less than a 10-day notice, there is damage to the church property, or the space is not left clean, you will forfeit the \$200 deposit.

## **2. UNLOCKING AND LOCKING CHURCH**

- 2.1. It is the responsibility of the contact person for the event to pick up a key prior to the event/meeting in arrangement with the Church Administrator.
- 2.2. If there are other arrangements for accessing the building (examples: a staff member will be in attendance, contact has a key from another meeting, etc.), please communicate these arrangements to the Church Administrator.
- 2.3. The key must be returned to the Church Office the following week.

## **3. DECORATIONS**

- 3.1. Only blue painter's tape may be used to mark the floor or affix decorations to the walls. Tacks, pins, staples, or other kinds of take are not permitted.
- 3.2. Confetti, glitter, slime, hay/straw, rice, silly string, or other similarly "messy" supplies may not be used on the UCC campus.
- 3.3. You must seek prior permission for any candle use in the building. Protection must be used to prevent candle wax from spilling.

## **4. CARE OF FACILITIES**

- 4.1. Please leave the spaces clean. UCC does not have daily custodial care and relies on all to maintain cleanliness throughout the building.
- 4.2. Please be aware that the piano in the Sanctuary only rolls when the wheels are all facing the same direction. If you'd like to relocate the piano, we ask that you request for the UCC staff to take care of that prior to your event.
- 4.3. Avoid spills on the floor and rugs. If spills occur, they are to be immediately wiped up. Report damages or maintenance needs to the UCC staff as soon as possible.
- 4.4. If additional cleaning is necessary or damage to the building is incurred as a result of this event, the deposit will be applied to the needed repair. Damages in excess of the \$200 security deposit will be paid by the renter. Fees will be determined by a third party contractor chosen by the Church.

## **5. BANNED SUBSTANCES**

- 5.1. No alcoholic beverages shall be served.
- 5.2. Smoking/Vaping is not allowed in the building or on the premises.

## **6. ANIMALS**

- 6.1. Animals are not permitted in the building, except medical support companions.
- 6.2. Owners must clean up after animals who come to the outdoor places.

## **7. USE OF KITCHEN**

- 7.1. UCC has two kitchens: a large one in the Fellowship Hall and a kitchenette in the office area. Full use of the large kitchen is rentable. Simple storage in the fridge is available free of charge. The microwave, oven, dishwasher, and coffee pots are available with rental.
- 7.2. You are to bring your own consumables, including coffee, tea, sugar, cream, etc., and to supply your own tablecloths, plates, and napkins. Metal utensils are available for your use.
- 7.3. If your event will be catered, we request a certificate of insurance from the caterer.
- 7.4. All dishes belonging to the church are to be washed and put away.
- 7.5. Any food stored in the refrigerators must be removed at the end of the event.
- 7.6. All garbage and recycling are to be removed from premises. You may put trash in the brown carts and single-stream recycling in the blue carts at the back of our property.
- 7.7. All countertops and tables are to be cleaned and spills wiped from the floor.

## **8. RESTORATION OF PREMISES**

- 8.1. Leave the premises and equipment in the same condition and set up as when your event began unless otherwise instructed by the church.
- 8.2. If you have set up chairs and tables for your event, it is necessary for you to put them away in the closet unless otherwise instructed.
- 8.3. If you have moved equipment or furniture, return them to their original location. You are to assume full responsibility for repairs required to restore to original condition.
- 8.4. All decorations are to be removed at the conclusion of the event.
- 8.5. If you have paid for set-up and/or take-down by the UCC staff, you may leave the premises without restoration.

## **9. FACILITIES USED**

- 9.1. Use of premises is restricted to only the agreed-upon space(s) and times specified in the signed Building Use Agreement.
- 9.2. Use of the facilities must be terminated at the agreed upon time.

## **10. CANCELLATION DUE TO FUNERAL/MEMORIAL SERVICE**

- 10.1. UCC will do our best to schedule any funerals/memorials around rental reservations. In the rare event that a previously-approved event must be rescheduled or relocated, the staff will do its best to accommodate by recommending an alternate room in the building.
- 10.2. If for some reason UCC is unable to work around a use conflict, UCC reserves the right to cancel rental reservation and reimburse accordingly for that day or partial day.

## General Building Use Rates

| AREA                     | COMMENTS   | PRICE FOR<br>1ST 3 HOURS | PRICE BEYOND<br>3 HOURS |
|--------------------------|--|--------------------------|-------------------------|
| Indoor Sanctuary         | - Not available on Sundays before 1pm<br>- Separate policy for weddings  | \$50/hour                | \$30/hour               |
| Outdoor Sanctuary        | - Includes the use of indoor restrooms<br>- Separate policy for weddings | \$30/hr                  | \$30/hr                 |
| Fellowship Hall          | <i>Includes use of tables &amp; chairs</i>                               | \$50/hour                | \$30/hour               |
| Kitchen                  | <i>Appliances available with rental</i>                                  | \$20/hour                | N/A                     |
| Rm. 10 - Adult Education | <i>Includes use of the kitchenette</i>                                   | \$35/hour                | \$15/hour               |
| Rm. 6 - Youth Room       | <i>At discretion of Youth Ministry Director</i>                          | \$35/hour                | \$15/hour               |
| Rm. 2 - Multi-Purpose Rm | <i>At discretion of Children's Min. Director</i>                         | \$35/hour                | \$15/hour               |
| Playground               | <i>Not available for rental at this time</i>                             | N/A                      | N/A                     |

| SERVICE            | COMMENTS   | PRICE FOR<br>1ST 3 HOURS | PRICE BEYOND<br>3 HOURS |
|--------------------|--|--------------------------|-------------------------|
| Set-up / Take-down | <i>Available by request</i>  | \$50/hour                | \$35/hour               |
| A/V Technician     | - Operates Sanctuary sound system.<br>- Can connect cameras to streaming | \$50/hour                |                         |
| Security deposit   | <i>\$200.00 for all events</i>   | N/A                      | N/A                     |