**Unitarian Universalist Fellowship of Bozeman**

325 North 25th Avenue, Bozeman MT 59718

**BUILDING RENTAL REQUEST / BUILDING USE AGREEMENT – Priority 3 Individuals/Groups**

|  |  |
| --- | --- |
| **Group/Renter Name** |  |
| **Number of Attendees:** | **Adults: Children:** |

Type of Meeting/Event:

One-Time Event:

Date:

Beginning & Ending Times:

 **OR**

Recurring Event:
Details: (weekly, monthly, preferred days and dates):

Beginning & Ending Times:

Name of Local Contact Person:

 Work Phone: Home Phone:

 Cell Phone: Email:

Name of Alternate Local Contact:

 Work Phone: Home Phone:

 Cell Phone: Email:

Will food/beverages be served? Yes No
Will food/beverages be sold? Yes No
Will alcohol be present? Yes No
Is there a cost for attending this event? Yes No

Will donations be requested? Yes No

Will items be sold? Yes No
Specific needs (piano, AV, music practice space, etc.)

*Please indicate the rooms/items you wish to use*

|  |  |
| --- | --- |
| **Rooms**  | **Room(s)/ Items requested** |
| Sanctuary  |  |
| Social Hall  |  |
| Full Kitchen  |  |
| Partial Kitchen - snacks and beverages, no cooking  |  |
| Each Classroom  |  |
| Combined Classroom  |  |
| Grounds  |  |
| AV Equipment  |  |
| Piano  |  |

**BUILDING AGREEMENT**

We, the members the Unitarian Universalist Fellowship of Bozeman (UUFB) gladly open our building for public use as long as the building user group’s values are compatible with our Unitarian Universalist ideals and our Mission Statement. UUFB has first right to use the building and may, at its discretion:

⮚ move a group to another location in the building to accommodate UUFB functions

⮚ refuse a Building Use Agreement or

⮚ terminate a Building Use Agreement with a group or individual

**The undersigned, as the Responsible Party, hereby agrees to the following terms and conditions of use:**

**Return the building** to the same condition as it was found (performing vacuuming, sweeping, mopping, emptying trash or other cleaning tasks as necessary) and be responsible for any damage or excessive wear

**Recycle trash** when possible.

**Food:** Do not leave any food.

**Equipment:** Fellowship phones are available only for emergency calls. Groups must make arrangements for telephones, computers, audio-visual or other equipment or furniture needs. Printers and copiers are not available for non-UUFB groups.

**Walls and Woodwork**: Nails, tacks, pins, staples or other items that may cause damage may not be used on walls, woodwork or other surfaces. Blue painter's tape or poster adhesive may be used sparingly.

**Storage:** No storage is available.

**Publicity:** An event or group must identify the host group or individual. Use of the name

UUFB may be mentioned for location purposes only.

**Parking:** The parking lot is available for attendees of user group functions. Additional parking can be found on the parking map on the UUFB website. Only sites designated on the map may be used.

**Tobacco, vaping and illegal drugs** are not permitted in the building. Cleaning charges may be assessed as necessitated by the use or presence of tobacco or illegal drugs in the building. Smoking and vaping are allowed only outside by the bike rack. No one under the age at which Montana allows a person to purchase tobacco products is allowed to use them on church property.

**ALCOHOL:** Alcohol may be present, but its presence must be approved by the Building Use Committee Chair. The group using alcohol will be **required** to:

1) Provide evidence that the person responsible for serving alcohol has completed the **Responsible Alcohol Server Training Program** offered by the Montana Department of Revenue and

2) **Proof of Liability Insurance**. The user must show proof of Liability Insurance with limits of $1 million/occurrence and $2 million aggregate for the general liability. UUFB should be listed as additional insured for General Liability. If alcohol is to be present, the liquor liability must be included.

For all events serving alcohol, the following provisions will apply:

1. Only champagne, wine and beer are permitted. No hard liquor.
2. Alcohol use is confined to the sanctuary, social hall and kitchen.
3. If minors are present, alcohol must be served in a separate location from non-alcoholic beverages and other drinks and a designated adult must monitor the alcohol.
4. Alcohol may not be stored in the building.

C**andles**: Candles that burn are allowed only in the sanctuary and it is recommended that they be enclosed. Electric candles must be used in all other parts of the building.

**Animals:** Service animals and certified emotional support animals are welcome at UUFB. Animals must be on a leash within the building and on church grounds. The handler will be responsible for cleaning up any animal waste.

**No rice, birdseed or confetti** may be thrown inside or outside the building.

**Balloons** may not be launched outside.

**No glitter of any kind** may be used in the building.

**No bubbles** are allowed in the building

**Freestanding heaters, AC units,** etc., are not allowed.

**Kitchen**: Use of the kitchen requires following the " Rules of the Kitchen", which are posted in the kitchen. Kitchen users shall insure they are familiar with the equipment and the location of the "Rules" prior to using the building

**All children** must be supervised at all times to prevent damage to the building or injury to the child.

When the event is finished, please follow these procedures:

1. Turn off all lights and unplug any small, one-time use appliances such as coffee makers, crock pots, etc.
2. The Responsible Party will ensure that all windows and doors are locked before leaving the building by checking all.

**Cancellation**: If a group must **cancel** an event at UUFB, we would appreciate your notifying us as soon as possible by contacting our Administrative Assistant (586-1368 Ext. 1). Deposit will be returned in full.

**Injury or Damage:** The Responsible Party shall notify UUFB as soon as possible in the event of an injury occurring on the property or damage occurring to the property. This includes damage discovered during the course of use, and failure of any appliance, such as the dishwasher, the vacuum, or other fixture. The User/Responsible Party/Sponsor shall be responsible for all repairs to the property necessitated by the use.

**Failure of a user to comply with the terms of this Building Use Policy shall be cause for immediate termination of the agreement by UUFB, upon written notice to the user. In the event of termination, the user shall forfeit any unused pre-paid fees.**

**All groups/individuals reserving space are subject to being moved, upon reasonable request and notice, in order to accommodate a UUFB service or Fellowship-wide event (such as weddings or memorials, Fellowship meetings, etc.).**

**Cost** – A rental fee will be charged. The fee may be mailed to UUFB Treasurer, 325 North 25th Avenue, Bozeman 59718 or put in a marked envelope and dropped in the offertory on Sunday.

**Insurance:** UUFB’s insurance requires that Risk falls on the Responsible Party. Having proof of Liability Insurance or asking group members to sign a waiver of liability protects the responsible party from possible claims.

*(For use by Building Committee)* Insurance Required? Yes No

\_\_\_\_\_\_Proof of insurance \_\_\_\_\_Individual waivers of liability \_\_\_\_\_\_No insurance

\_\_\_\_\_\_ Training verification certificate for Responsible Alcohol Server Training Program offered by the Montana Department of Revenue workshop

**I have read and understand the insurance guidelines above and have initialed the line for my decision on insurance.**

Signature of Responsible Party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit amount, if required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental fee amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Waiver of Liability** -The Responsible Party hereby assumes all responsibility and liability for the requested use and further agrees, on behalf of the group, to indemnify and hold the Unitarian Universalist Fellowship of Bozeman, its officers and staff, harmless from any and all loss, damage or injury resulting from the use of the building.

I, the Responsible Party, have read and agree to all items listed in this document.

Signature of Responsible Party

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Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of UUFB Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UUFB Contacts:**

 **Office Administrator** **admin@uufbozeman.org**(406)586-1368

*23 December 2019*