

**UNITARIAN UNIVERSALIST CONGREGATION
OF THE LOWCOUNTRY**

**Building Use/Rental Application and Agreement
For UUCL Members**

Please Print

Member Information:

Name _____
Address _____
Phone _____ Email _____

Committee Name (if request on behalf of a UUCL Committee):

Group's Information (if request on behalf of a group):

Name _____
Address _____
Phone _____ Website _____
Date(s) needed: _____ Event start time: _____

Purpose of building use:

Is this a one-time use? _____ Or a recurring use? _____

Day or dates of requested use: _____

Event time of day: Start Time: _____ Ends: _____

Number of hours (including set-up and clean-up) _____

Will a fee be charged, or a donation requested? _____

If so, which and how much? _____

How many participants are expected? _____

Room or rooms requested: (Check all that apply.)

Associated Fee:

Sanctuary	_____	_____
RE Rooms	_____ (1,2 or 3)	_____
Kitchen	_____	_____
Clara Barton Conference Rm	_____	_____

Sound/visual equipment and Piano:

No one except a member of the UUCL Sound Crew is authorized to operate the sound/visual equipment or piano. The **cost is \$25 per hr or any part thereof**, payable at the time this Agreement is signed. Complete the information below for sound/visual equipment:

Circle equipment needed....Sound and/or Video Number of hrs _____ Fee_____

Piano:

Only by special arrangement - \$50

Piano needed...yes or no Fee_____

ATTESTATION

I understand based on the rooms and services requested above that my estimated fee for the event will be a total of _____.

For a one time, member sponsored non-profit or personal event, I agree to pay a deposit of 50% when this agreement is signed and the remaining 50% 20 days before the event. Cancellation of reserved usage must be made at least 10 days before the event or a 25% cancellation fee taken out of the deposit will apply.

If this is a recurring event, I agree to pay monthly on the following agreed to day of the month:

I, _____, (person completing this application/agreement), have received: (Check all that apply)

_____ (1). A copy of the Policy Statement of Use of UUCL Facilities and agree to abide by its provisions.

_____ (2). A copy of the UUCL Building Use Fee Schedule and agree to pay the determined fee on a timely basis as agreed.

_____ (3). A key code to the building's side entrance, if needed.

INDEMNIFICATION AND LIABILITY

_____ agrees to indemnify and hold harmless UUCL, its officers, directors, employees, and members against any accident, loss or injury which may occur to persons or property during the period of its use of space. It further assumes liability for any damage, theft or breakage of any portion of the building, its contents or grounds by the members, invitees, guests, or attendees and will pay UUCL promptly for any damage done to the building, grounds or contents during the period of use.

Insurance Endorsement: A Certificate of Liability Insurance Endorsement may be required and must be provided prior to the event naming Unitarian Universalist Congregation of the Lowcountry as an additional insured. The certificate should indicate in-force liability coverage with limits equal to UUCL insurance policy liability limits.

Updating application/agreement annually:

UUCL may require that this application/agreement be updated annually.

Agreement signed by _____ Date _____

To be completed by UUCL Office Administrator:

UUCL Agreement approved by _____ Date _____

Check:

_____ Copy to the Office Administrator and Finance Committee

_____ Dates inputted on the UUCL calendar