

# Agreement for Use of Church Facilities

## Unitarian Universalist Church of Hamburg

P.O. Box 157 Hamburg, NY 14075-0157

*We are a welcoming congregation and all activities in our building must be open to anyone regardless of race, creed, gender, ethnic background, age, ability, financial status, sexual orientation, education, citizenship, or physical condition. We believe that everyone gains from associations that are diverse.*

1. Permission to use the church facilities should be requested through a Board of Trustees member. Then, that person should notify the Board chairperson and the treasurer. The chairman of the Board of Trustees, the church treasurer, the "requesting person" and church contact person should each have a copy of the Board of Trustees approved agreement.

2. Please include the following information:

a. Type of event planned: \_\_\_\_\_

[ wedding, memorial service, dinner, business meeting, social gathering, club meeting, class, etc. ]

b. Number of attendees expected: \_\_\_\_\_

c. Event Date: \_\_\_\_\_ Event Time \_\_\_\_\_ to \_\_\_\_\_

d. Please check facilities being requested:

Sanctuary \_\_\_\_\_

Kitchen \_\_\_\_\_

Classroom \_\_\_\_\_

Playroom \_\_\_\_\_

Side Yard \_\_\_\_\_

[ Bathrooms are located downstairs. The church is not air conditioned. Instructions on heating will be provided. ]

3. Is a tour of the facilities needed? \_\_\_\_\_

4. Requestor:

Church Contact:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact # \_\_\_\_\_

Contact # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

5. Individuals and/or groups need to agree to: [ Please read attached 3<sup>rd</sup> page ]

- a. Please remove all trash and personal belongings and clean the facilities used. This should be done immediately following the event or when agreed upon at time of scheduling. Trash should be placed in the outside trash container located along the back of the building. Please recycle! Use green “recycle” container in the kitchen or bag items separately from trash.
- b. Please replace tables, chairs, etc. as found prior to event.
- c. **No Smoking** permitted in the church or on the grounds.

6. Fee Schedule:

- a. \$ 250.00 Weddings or Memorial Services for non-church members. Includes preparation time. This does not include ministerial services or music.
- b. \$ 20.00 per hour for groups [ either profit or non-profit ] and \$ 15.00 per hour for every hour that directly follows.
- c. Donation: requested for church use by congregants for personal social gatherings.
- d. The Board of Trustees will make a case-by-case fee/donation assessment for religious groups or for children/youth groups wishing to use the church for services, religious holidays, events, etc.

The Total Fee for this event is: \_\_\_\_\_

Please send check for total fee to:

Unitarian Universalist Church of Hamburg, P.O. Box 157, Hamburg, NY. 14075-0157

Or give to church contact person. Thank you!

7. Liability Insurance will be required for “for profit” and for “non-profit” groups.  
Has that information been submitted to the Board of Trustees? \_\_\_\_\_

8. This agreement can be terminated by either party at any time.

9. Event approved: \_\_\_\_\_ \* Event Denied: \_\_\_\_\_  
by Board of Trustees

10. Event Supervisor from the Church [ if necessary or requested ]

\_\_\_\_\_

## Agreement for Use of Church Facilities:

We are very pleased that you are using our church facilities. We hope our church serves your needs. We want you to feel safe and comfortable. Please speak to your church contact person regarding any concerns. Please be mindful of a few things.

- ✓ This is a non-smoking facility.
- ✓ New York State law is to be followed regarding the serving of alcoholic beverages.
- ✓ Please inform every one of the emergency exit locations (1) front door, (2) side door and the (3) downstairs/basement exit stairs on the Center Street side of the building.
- ✓ You may need to clear the exits of leaves, snow or ice.
- ✓ Please do not block the exits.
- ✓ Know the location of the fire extinguishers (1) front entrance doorway, (2) side doorway, and (3) kitchen doorway.
- ✓ If you turn up the sanctuary thermostat, please lower it back to 55 degrees.  
The sanctuary thermostat will automatically turn up to 70 degrees on Sunday morning at 9:00 a.m. You can raise or lower the thermostat by pressing the up or down buttons to the temperature that you desire and this will not affect the automatic setting. It takes a minimum of one hour to heat the sanctuary from 55 degrees to 70 degrees.
- ✓ The downstairs thermostat is set by rotating the dial to the desired temperature.  
The basement does heat up quickly but does draw heat from the upstairs.
- ✓ When you leave, please set both thermostats to 55 degrees.
- ✓ Please extinguish all candles.
- ✓ The first aid kit is located in the religious ed. classroom, top shelf, right corner.
- ✓ Please check the stove so that burners and the oven are off.
- ✓ Please unplug the coffee pot(s).
- ✓ Please make sure that the hot water tank is set on the "vacation" setting.
- ✓ Please check the toilets. They tend to "run".
- ✓ Supplies and the vacuum cleaner are in the maintenance closet.
- ✓ The telephone is for emergency use. We are charged for each call.
- ✓ Please turn off the lights and fans when you leave.
- ✓ Please lock-up the church and leave the push-bar key on its hook by the door frame.
- ✓ Your church contact person will be able to answer your questions.

### Thank you!

\* I have read this entire Agreement and I am aware of my responsibilities.

Signature \_\_\_\_\_