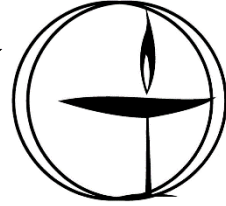


**Unitarian
Universalist**
Church of
Catawba Valley



FACILITY USEAGE AGREEMENT

This is a legal Agreement. Please Read before signing.

General Conditions and Amount of Fee

It is agreed between Unitarian Universalist Church of Catawba (UUCCV) who is the property owner of the facility located at 833 5th St. SE, Hickory, NC 28602. It will be Herein after referred to as LANDLORD and the USER. The Name of the User: _____

The LANDLORD, shall allow the USER access and the usage of all or portions of the FACILITY as conditioned and described below, subject to all the Landlord's policies and procedures in accordance with this agreement.

The Conditions and Responsibilities of Using the Facility:

1. The facility is not available for political gatherings or any meetings that would conflict with the UUCCV principals.
2. All individuals under the age of 18 attending functions must be adequately supervised.
3. No food or drinks with the exception of water are permitted in the sanctuary area with the exception of church sponsored events approved by the Board of Directors (BOD).
4. All users are responsible in setting up their own event or program.
5. The room must be returned to its original set-up to include tables and chairs in their original locations.
6. Clean all areas that were used. (Broom, vacuum, supplies, etc. are in the closet located to the right of the kitchen off the foyer).
7. All trash must be removed from the facility and placed in appropriate containers outside (recycling or trash).
8. Turn all lights off.
9. Upon the completion of the usage of the facility you must notify the Building and Grounds Representative (or Administration Clerk) so they will verify that everything has been taken care and is in good order.
10. Members who have key code authorization must also sign the key log, and other users must return the key to the Building and Grounds Representative (or Administration Clerk) and he or she must annotate it on the key log.
11. Use of the kitchen must be requested ahead of time and annotated on the request form.
Use of the kitchen requires the following guidelines:
 - a. Do not borrow or remove any items from the kitchen
 - b. All dishes and appliances are to be cleaned and put in their places
 - c. Run the dishwasher if it contains table or cookware
 - d. Clean the countertops and table

- e. Do not store anything in the refrigerator or cabinets in the kitchen
 - f. All food and dishes brought in must be removed when users leave
 - g. Sweep the floor and mop
 - h. Empty all trash and take it outside to the proper containers (recycling and trash)
12. Use of the piano must be requested ahead of time by annotating it on the request form. The Director of Music must approve use of the piano. If users wish to move the piano, it must be done in the presence of the Building and Grounds Representative or the Director of Music.
13. Use of technological equipment (sound system or television) must be requested ahead of time by annotating it on the request form. The Buildings and Grounds Representative must approve use of technological equipment.

This total fee includes the following Fees: Fees \$_____, custodial or other staff costs \$_____, and other miscellaneous costs attached hereto as "Exhibit A" in the total amount of \$_____.

ORGANIZATION REQUESTING USE _____

FACILITY TO BE USED FOR: _____

DATE(S) OF USE _____

TIME NEEDED FROM ____ : ____ a.m./p.m. to ____ : ____ a.m./p.m.

WILL AN ADMISSION FEE BE CHARGED? _____ Yes _____ No Amount \$_____

PURPOSE OF USE (Type of Activity) _____

SPECIAL EQUIPMENT NEEDS _____

SPECIAL PERSONNEL NEEDED _____

Note: PROPERTY OWNER/LANDLORD is not responsible for the provision of any special equipment or personnel unless the same has been agreed to by the PROPERTY OWNER/LANDLORD and the USER, and the specific related terms for the special equipment or personnel have been set forth on the attached Exhibit "A."

The undersigned has been given authority to act for and be responsible for the USER making this application. USER will see that FACILITY is not abused or misused, that there is proper adult supervision at all times, that the FACILITY is used in conformity with all policies and regulations of the PROPERTY OWNER/LANDLORD, and that all other terms of the BUILDING USE/FACILITY AGREEMENT are adhered to and followed.

INSURANCE (Check Where Applicable)

Liability Insurance

USER at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement public liability insurance insuring against ALL liability of USER, PROPERTY OWNER/LANDLORD, and their

authorized representatives arising out of and in connection with USER'S use of the FACILITY, with a single liability limit of:

(Check Where Appropriate)

_____ \$500,000 _____ \$1,000,000 _____ \$ _____

Property Damage Insurance

USER also at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement property damage limits covering the facility to be used of not less than:

(Check Where Appropriate)

_____ \$500,000 _____ \$1,000,000 _____ \$ _____

Signed _____ Date _____

PROPERTY OWNER/LANDLORD

Signed _____ Date _____

USER

Related to: The Use of the Building Policy

Revised: 8/21/2020