



Unitarian Universalist Community of Charlotte  
Facilities Usage Agreement

Date: \_\_\_\_\_

Description of event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Organization: \_\_\_\_\_

Mission/Description of Organization: \_\_\_\_\_

Please indicate: ☐ Profit ☐ Non-profit If non-profit, 501C3#: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**Primary Contact Person**

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

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

City, ST ZIP \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

UUC members? ☐ Yes ☐ No

**Secondary Contact Person**

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

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

City, ST ZIP \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Rooms to be used** (See page 3 for capacity and pricing. Base fee is for up to 6 hours. Please allow for set-up and break-down time in your "start" and "end" time.)

	Time:	Start	End		Time:	Start	End
<input type="checkbox"/> Sanctuary		_____	_____	<input type="checkbox"/> Bernstein Room		_____	_____
<input type="checkbox"/> Freeman Hall (Fellowship Hall)		_____	_____	<input type="checkbox"/> Conference Room		_____	_____

**Other fees payable to UUC** (See page 3 for fees.)

☐ Kitchen (potluck or catered food only)

☐ Organ/Piano usage (requires approval)

☐ Technology usage Please indicate your technology needs: \_\_\_\_\_

**Additional charges** (Payable directly to contractors on the day of the event. See page 3 for pricing.)

☐ Facilities Coordinator fee (approved UUC member or staff ONLY)

☐ Cleaning fee

☐ Audio/Video Equipment Coordinator fee (approved UUC member or staff ONLY)

The undersigned, hereafter known as the user, agree that the above-named persons have read, and will comply, with the Facilities Usage Rules and Policies of the Unitarian Universalist Community of Charlotte, and will pay fees set forth therein. In the event of unusual wear and tear or actual damage, the user will be charged for any expenses the Community incurs in correcting same. All users using the facilities assume liability for, and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members against and from any and all liabilities, obligation, losses, penalties, claims, actions, suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind and nature whatsoever in any way relating to or arising out of any activity of the users and their guests. The Community and its respective officers, trustees, directors, agents, employees and members shall not be liable to any user using the Community or of any person on or about adjoining grounds and parking lot by the user's consent, invitation, or license, expressed, or implied for any loss, expense or damage to either the person or property sustained by reason of any condition of said "Community" or due to the act of any agent of the Community or the act of any other person whatsoever.

**The facility deposit will be FORFEITED if any terms of this agreement are breached.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date approved: \_\_\_\_\_

☐ Deposit \$ \_\_\_\_\_

☐ Usage Fee \$ \_\_\_\_\_

Notified: \_\_\_\_\_

Received: \_\_\_\_\_

Received: \_\_\_\_\_

## Unitarian Universalist Community of Charlotte Facilities Usage Rules and Policies

The facilities may be used only to the extent and manner stated in this application; and any conditions upon approval of the application will be part of these Usage Rules and Policies.

### **General Usage Rules**

- The primary and secondary contact person **MUST** be 21 years of age or older, and one of them must be on the premises during the entire event. The primary contact person is also responsible for all damages to the building and/or grounds.
- All children must be supervised by an adult at all times.
- No smoking allowed in the building. No fire is allowed in any of the rooms. If candles are used, please use no more than one.
- All rooms must be returned to their original condition.
- Users must leave the premises as they found them. Trash must be put in proper receptacles.
- Nothing can be attached to the walls, panels or floors in any area of the building, except with tape **ONLY**.
- No food or beverages allowed in the Sanctuary.
- Do not drag tables, chairs or any heavy objects across the Fellowship Hall floor.
- No firearms, illegal drugs, or weapons are allowed on Community property.
- Incidental use of the room(s) for measuring, planning, or decorating, at times other than the event are considered an additional usage period and also must be arranged with the Administrative Assistant.
- No materials (rice, bird seed, etc.) shall be thrown on the premises.
- **No refunds if events are canceled within 30 days of the scheduled event date.**
- Your clean up time is included in your usage period.  
***All clean-up must be completed before leaving the premises after the event.***
- All fees are applicable for those who are non-members at the time of the initial contact with the staff.

By our signature(s), we acknowledge that we have read and agree to abide by the "Facilities Usage Rules and Policies" of the Unitarian Universalist Community of Charlotte.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Additional notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Unitarian Universalist Community of Charlotte Facility Rental Fee Schedule

All individuals desiring to use any facilities at 234 N. Sharon Amity Rd., Charlotte, NC, must complete an application form, which can be obtained from the Office Administrator. The Office Administrator is the contact person for inquiries regarding room reservations, contract signing, usage deposits, receipts and refunds. Office hours are 9 AM - 5 PM Monday through Friday.

<b>Deposit:</b> A <b>\$50</b> refundable deposit is due when the application is approved to guarantee the room reservation. <i>See below for more information.</i>				
<b>Room</b> <i>Capacity in chairs/at tables</i>	<b>One time rental, up to 6 hours</b>		<b>Ongoing rentals (more than 2 days)</b>	
	<b>Non-profit</b>	<b>Profit</b>	<b>Non-profit</b>	<b>Profit</b>
<b>Fellowship Hall</b> 290/135	\$350/1 <sup>st</sup> six hrs \$50/ea add'l hr	\$700/1 <sup>st</sup> six hrs \$110/ea add'l hr	\$125	\$250
<b>Sanctuary</b> 245	\$400/1 <sup>st</sup> six hrs \$60/ea add'l hr	\$750/1 <sup>st</sup> six hrs \$120/ea add'l hr	\$150	\$300
<b>Bernstein Room</b> 40/30	\$125/1 <sup>st</sup> six hrs \$15/ea add'l hr	\$300/1 <sup>st</sup> six hrs \$45/ea add'l hr	\$60	\$100
<b>Conference Room</b> 25/15	\$75/1 <sup>st</sup> six hrs \$10/ea add'l hr	\$200/1 <sup>st</sup> six hrs \$25/ea add'l hr	\$40	\$50

*The minimum rates represent a usage period of up to six hours. UUCC members receive the ongoing rentals nonprofit rate.*

### Other fees payable to UUCC:

- **Kitchen fee (potluck or catered meal only):** \$50 (Use of Community dishes, glasses, tablecloths and supplies is NOT included.)
- **Organ or piano usage fee:** \$25
- **Technology usage fee:** \$25; **projector usage fee:** plus additional \$25

### The entire facilities usage fee (including “usage fees”) is due one week prior to the event.

Failure to submit payment on time will result in cancelation of the reservation, and the deposit will be forfeited.

### Additional charges (cash or check ONLY - payable before the event, directly to the person or persons hired to perform these services):

- **Facilities Coordinator fee (by a qualified UUCC member ONLY):** \$20/hour or \$25/hour if setup is required. Two-hour minimum, due at the end of the event.
- **Clean-up fee (payable directly to clean-up crew):** TBD by cleaning contractor
- **Audio/Video Equipment Coordinator fee (by a qualified UUCC member ONLY):** \$30/hour

**Deposits and cancelations:** A \$50 deposit is collected when the application is approved, and it guarantees the room reservation. The deposit will be refunded 10 days after the usage has ended. The deposit will be refunded if the reservation is canceled at least 30 days prior to the event date. The deposit will NOT be refunded if the event is canceled or if the date of the event is changed within 30 days of the original scheduled event date. The fee for returned checks is \$20. The entire deposit will be forfeited if there are any damages to Community property and the user will be billed for any costs (minus the deposit) related to the damages.