

Building Use Agreement

between

First Unitarian Church of Toledo, Ohio

and

(name of organization or individual)

This Agreement governs the relationship between First Unitarian Church of Toledo, Ohio (“the Church”) and _____ (name of individual or organization) (“Lessee”) who is leasing Church property for _____ (describe the purpose of the use) scheduled for _____ (date/time).

1. Lessee agrees to pay rent and/or fees to the Church in accordance with the fee schedule in Appendix A (or Appendix E or F for Weddings or Memorials), attached hereto and incorporated herein.
2. Lessee may only use the rooms listed in Appendix B and may not enter the rest of the Church Building even if other rooms are unlocked.
3. Lessee must leave all areas of the property (including bathrooms) in the same condition as found before the meeting. This includes all rooms that were used during Lessee’s event. Lessee agrees to perform housekeeping duties as outlined in Appendix C, attached hereto and incorporated herein.
4. Lessee is responsible for Church property that goes missing or is broken at a Lessee’s event. Lessee shall follow the safety rules in Appendix D, attached hereto and incorporated herein.
5. Lessee’s event starts when the first attendee enters the Church property and ends when the last attendee leaves the Church property.

6. Lessee shall not create a neighborhood nuisance by making excessive noise, leaving trash on the grounds or in the street, etc.
7. Lessee shall abide by all local, state, and federal laws.
8. Illegal substances are prohibited on Church property.
9. No weapons or firearms, concealed or otherwise, are allowed on Church property.
10. If any problems, issues, or disagreements arise, Lessee shall confer with the Board President to resolve the conflicts.
11. If a conflict cannot be resolved and/or Lessee violates this Agreement, the Agreement may be terminated without notice by the Church.
12. The Parties' entire agreement is incorporated herein. This Agreement may not be modified or changed except by written agreement. This Agreement shall be governed by the law of the State of Ohio.

Lessee Name _____

Church Host Name (if designated) _____

Lessee Signature _____

Date _____

Board Officer Name _____

Board Officer Signature _____

Date _____

Appendix A - Rental Fees

Hosting Fee	\$20 per hour
Music Fee*	\$250 (with musician) \$200 (equipment only) - (for weddings and funerals)
Minister Fee*	\$500 including rehearsal, for non-members. A \$300 Honorarium is suggested for members.
Custodial Fee	\$35 per hour, minimum (an additional \$15 per hour charge for moving tables/chairs)
Kitchen Fee	\$50 for a trained host who must be on-site
Fellowship Hall	Deposit \$250, rent \$400 for 4 hours, \$150 for each additional hour
Conference Room	Deposit \$75, rent \$100 for 4 hours, \$150 for over 4 hours
Classroom	Deposit \$75, rent \$100 for 4 hours, \$150 for over 4 hours
Sanctuary	Weddings: Deposit \$400, rent \$800 for 4 hours, minimum. (includes: rehearsal, decorating, dressing rooms, ceremony, custodial, and hosting fees.) An additional \$150 each additional hour or \$2,000 for full day. (8 AM – 11 PM)
Sanctuary	Funeral/Memorial: The rent for a memorial or other service or meeting for nonmembers is \$400.

**Fees for the musician(s) and minister are paid separately to the minister or the musical director or other performers.*

Deposits (nonmembers) are refundable, if the space is left clean, undamaged and in the same configuration in which the renter finds it.

Deposits for members are put toward the fees, if the space is left clean, undamaged and in the same configuration in which the renter finds it.

Rental times run from 8:00 AM until 11:00 PM

Pledging, paid-up members, are provided a 50% discount on rental fees. They do pay a deposit and hosting and/or custodial fees.

APPENDIX B – ACCESS TO SPECIFIC ROOMS AND AREAS BY THE GROUP

Access Allowed to checked rooms only, unless otherwise stated by The Church

- | | |
|--|---|
| <input type="checkbox"/> Sanctuary (and adjoining areas) | <input type="checkbox"/> June 4, 1989 Room (114) |
| <input type="checkbox"/> Fellowship Hall (101) | <input type="checkbox"/> Rudolph Room (122) |
| <input type="checkbox"/> Kitchen (108) | <input type="checkbox"/> Alcott Room (123) |
| <input type="checkbox"/> 3 Bathrooms (118, 119, 120) | <input type="checkbox"/> Sagan Room (124) |
| <input type="checkbox"/> Janitorial Closet (115) | <input type="checkbox"/> Capek Room (127) |
| <input type="checkbox"/> Storage and Maintenance Rooms | <input type="checkbox"/> Archive Room (128) |
| <input type="checkbox"/> Nursery (103) | <input type="checkbox"/> DLL Office (129) |
| <input type="checkbox"/> Classroom (105) | <input type="checkbox"/> Minister's Office (130) |
| <input type="checkbox"/> Classroom (107) | <input type="checkbox"/> Administrator's Office (131) |
| <input type="checkbox"/> Backyard | <input type="checkbox"/> Main Office (135) |

APPENDIX C – CUSTODIAL RESPONSIBILITIES

- All areas must be left in the same or better condition than when entered.
- Empty trash cans, especially any wet or food waste, into trash cans/dumpster. A recycling bin is located in Fellowship Hall.
- Wipe down tables.
- Sweep floors, vacuum, or wet or dry mop, as needed. Supplies are kept in janitor closets.
- Ordinarily, craft activities (gluing, painting, etc.) should be limited to tiled areas. Otherwise, protective coverings should be used over carpeted areas.
- Spills on carpeted areas must be cleaned up; if stains cannot be removed, the user will be charged for professional stain removal services or replacement of carpet.
- Paint and craft clean up shall be done in classroom or janitor sinks, not in restroom or kitchen sinks.
- Turn off lights and any other appliances and **unplug, empty and clean the coffee pot.**
- Set-up and take down of tables and chairs are the responsibilities of the user unless contracted with a custodian. Lessee shall return all tables and chairs to their original positions.

APPENDIX D – SAFETY RULES

- **No Smoking.** Smoking and vaping are prohibited in the Church building.
- **Decorations and Candles.** Only tabletop and free-standing decorations are permitted. Battery operated candles are permitted.
- **Food and Beverage Consumption.** Food or beverage may only be served and consumed in Fellowship Hall or the backyard.
- **Youth Supervision.** Children and youth under the age of 18 shall be supervised at all times, both inside and outside the facilities. Children shall not be left at the church before, during, or after meetings events without appropriate adult supervision.
- **Set up/Take Down.** Set up and take down of tables and chairs are the responsibilities of the user unless contracted with a custodian. All spaces must be returned to the original configuration of tables and chairs.
- **Damage to Building.** No tacks, pins, staples, glue, or tape should be used on any furniture, doors or walls in any room or building. No modifications may be made to the building, its floors, walls, electrical system, furnishings, grounds, or surroundings.
- Nothing should be permanently attached to the walls in any room or building without prior permission from the Building and Grounds Committee.
- **Fire Doors.** For fire safety and security reasons, no doors may be propped open.
- **Doors Locked.** All doors and windows must be closed and locked with the shades and/or blinds closed with lights turned off at the end of an event.
- **Phone Use.** The Group will need a cell phone to make or receive calls. The church phones are for emergency use only.

Emergency Procedures:

- In the event of fire or other emergency, call 911
- A first aid kit is located in the kitchen. Any injuries should be reported to the Church. An incident report will be required.
- In the event of a fire alarm, please exit the building. Fire extinguishers are located in the kitchen, hallway, and Fellowship Hall
- For tornados or other weather emergencies participants should move to location with no windows. There is an emergency evacuation plan in Fellowship Hall.

Evacuation plans are posted in public rooms

APPENDIX E – WEDDINGS

Thank you for selecting us to share in the joy of your marriage!

Reservation Information

Rehearsal: Date: _____ Start Time: _____ End Time: _____

Ceremony: Date: _____ Start Time: _____ End Time: _____

Wedding Fees

Sanctuary	\$800 minimum (4 hrs.) (includes: rehearsal, decorating, dressing rooms, ceremony, custodial, and hosting fees.) An additional \$150 each additional hour or \$2,000 for full day. (8 AM – 11 PM)
Music Fee*	\$250 (with church-supplied musician) \$200 (equipment only)
Minister Fee*	\$500 including rehearsal, for non-members. A \$300 Honorarium is suggested for members.

Reception Fees:

Kitchen Fee	\$200 Minimum (4 hrs., \$50 each additional)
Fellowship Hall	\$400 minimum (4 hrs., \$10 each additional) Deposit - \$250

**Fees for the musician(s) and minister are paid separately to the minister or the musical director or other performers.*

Wedding Payment Information

Total Due: \$ _____

Acceptance Signature _____ Date _____

Acceptance Signature _____ Date _____

Deposit of \$ _____ made on (Date:) _____

For use of:

____ Wedding in Sanctuary

____ Reception in Fellowship Hall

____ Kitchen

APPENDIX F – MEMORIALS AND FUNERALS

Name of Deceased: _____

Date of Birth & Death: _____

Designated Contact(s): _____

Date & Time of Service: _____

Memorial/Funeral Fees:

Sanctuary	\$400 (includes: ceremony, custodial, and hosting fees.)
Music Fee*	\$250 (with church-supplied musician) \$200 (equipment only)
Minister Fee*	\$350

Memorial/Funeral Reception Fees:

Kitchen Fee	\$200 Minimum (4 hrs., \$50 each additional)
Fellowship Hall	\$400 minimum (4 hrs., \$10 each additional) Deposit - \$250

**Fees for the musician(s) and minister are paid separately to the minister or the musical director or other performers.*