

FACILITY USE AGREEMENT

UUVC Non-Member Function

**UNITARIAN UNIVERSALIST VILLAGE CHURCH
403 BARCELONA ROAD
HOT SPRINGS VILLAGE, AR 71909**

We are pleased that you have chosen to use our facility for your activity.

This is an agreement between the **Unitarian Universalist Village Church (UUVC)** and

_____ (**USER**) for the use of the UUVC on

_____ .

This use is nonexclusive- that is, normal UUVC functions may continue as usual except in the specific area(s) and/or times agreed to between the parties.

Cost: The cost to use the UUVC facility is \$400 which will cover a 1 or 2 consecutive day function. A deposit of \$100 is required at the time of booking, to be returned to USER after confirmation by UUVC Building Personnel of 1) payment for function and 2) facility condition in compliance with REQUIREMENTS /RESTRICTIONS section of this agreement.

Safety: A designated **USER Representative** will note where exits, fire alarms, first aid kits, and fire extinguishers are located. In case of severe weather, the rest rooms are recommended for use as emergency shelters. Landline telephone extensions are located in the UUVC library and kitchen. There is an AED device located in the lobby.

REQUIREMENTS / RESTRICTIONS

1. The UUVC buildings and grounds are tobacco and vapor cigarette free environments.
2. Open flames are not permitted, except with prior approval and as part of a religious ceremony.
3. No animals are permitted in the UUVC buildings without prior approval, except in the case of service animals.
4. If the USER's activity involves the serving and consumption of alcoholic beverages, the activity organizers will purchase their own alcoholic beverages and will designate a responsible person to monitor that alcohol is used in a manner consistent with Arkansas law. The sale of alcohol or beverages containing alcohol is prohibited on Church property.
5. No exterior doors may be left propped open, except when loading or unloading materials needed for your activity.

6. Interior doors must remain closed during your activity.
7. If heat is required, the facility temperature will be at 70 degrees. If cooling is required the facility temperature will be 74 degrees. USER Representative should communicate temperature requirements to attendees to encourage appropriate dress.
8. User will use due diligence to protect all furniture, fixtures, flooring, and UUVVC equipment.
9. Turn out all lights, including restroom lights, when the rooms are not in use.
10. Rinse any recyclable items (i.e. aluminum cans) and place in appropriate bins.
11. Pour liquids in the sink before putting any non-recyclable containers in trash containers.
12. USER REPRESENTATIVE will perform a final check of building to verify lights are out, no water is running in kitchen and all restrooms, chairs/tables have been returned to original set up, all trash has been placed in appropriate bins.

Liability: USER AGREES to hold UUVVC harmless from liability by reason of personal injury to any person and for any property damage occurring on or about or connected with the premises or resulting from the organization's or activity planner's and their attendee's use of the facility. The organization or activity planner will provide a certificate of insurance if available. The organization or activity planner acknowledges the failure to procure such insurance will render the organization or activity planner solely responsible for all personal injury or property damage.

I agree to the above terms for use of the UUVVC facility.

User Organization: _____

User Representative: _____

Date: _____

UUVVC Representative: _____ DATE: _____

UUVVC contact information:

Phone –

Email

