

Use Agreement for Room/Facility

The individual signing this agreement on behalf of any group, organization, or activity assumes full responsibility for the following policies and procedures. Disregard of these policies may result in forfeiture of deposit plus liability for all costs exceeding the deposit. A trained, building supervisor will monitor the event.

These policies and procedures allow us to keep sharing our space with you. We appreciate your attention to this as we strive to respect our relationship with our neighbors.

1. In any advertisement to promote this event the renter will make it clear that the UUFRC is **not** sponsoring the event.
2. Deposit and payment must be paid in full prior to use of the room(s). Reservations will be honored only after all fees and deposits have been submitted. A fee of \$20 will be charged for checks returned to us.
3. The church is committed to environmentally responsible use of all resources. We ask users of our building to avoid the use of disposable, non-biodegradable materials, such as Styrofoam and plastic when planning and conducting events, and to follow recycling instructions.
4. Smoking in the building is prohibited. Please use receptacles provided by the entrance doors.
5. Please do not throw rice for any events; you may use birdseed.
6. Janitorial services and, in the event of damage, liability for cost exceeding the deposit. Clean-up must be done and keys returned before the deposits will be refunded. In the event that failure to clean up interferes with any subsequently scheduled activity, a minimum of an additional 1/2 day use will be charged. If the costs of any cleaning or damages exceeds the security/cleaning deposit, the lessee will be held responsible for those costs.
7. Return rooms to prior set up/usable condition by end of agreed use (or an extra half-day fee may be charged). Turning off ALL appliances, lights, heaters, stove, and organ, and locking the building outer doors (both Lowell Street and Brewster doors)
8. Control over all behavior to limit noise, damage and scandalous behavior. No noise or other conduct shall be permitted which constitutes a public nuisance or embarrassment to the church. All outside doors (especially kitchen doors) must be kept closed during evening events Premises must be vacated no later than 10 p.m. All evening events shall be concluded by 10:00 p.m. All individuals shall leave the premises by 11:00 p.m. following the evening events.
9. Containment of the group at all times to the areas specified. Yard, lawn, sidewalks and other rooms are not included in the rental agreement. All children must be kept in the room(s) rented and cannot be left alone at any time or allowed outside during the event. Any groups, organizations, or persons using the building **DO NOT**, under any circumstances, have use or access to the **yard or lawn areas**. If there are children in the group they must be kept with adults. The back classrooms are not for wandering children, unless rooms(s) have been rented by the group.
10. *If the building supervisor asks any member of your group to be quiet or behave, and they do not immediately comply, then building supervisor may call the police, end the event, and full forfeiture of the deposit will occur.*

I have read and agree to abide by all these policies and procedures (hold harmless and non-liability, non discrimination, hate speech and use of facility) and am aware that my deposit can be forfeited in the event there is any infraction to these policies. I certify that I am authorized to sign on behalf of and bind the people or group listed in this agreement. I have received a copy of this two page agreement.

Lessee: _____

Group: _____

Type of activity or meeting: _____

Date of Agreement: _____

Unitarian Universalist Fellowship of Redwood City
2124 Brewster Avenue, Redwood City, CA 94062

Room(s) reserved: _____
Reservations will be honored once all fees and deposits have been submitted. Refund is allowed only when the church receives two weeks written notice that the facility will not be used for the event.

Please *print* the following information:

Date of Event: _____ Time: _____

Contact Person (person signing the contract): _____

Group Name and Address: _____

Contact Phone Number: _____

Number of adults expected at event: _____

Number of children expected at event: _____

Fees submitted: \$ _____ Check number: _____ Date: _____

Deposit submitted: \$ _____ Check number: _____ Date: _____

Hold Harmless and Non- Liability

Except insofar as such injury or damage may result expressly and directly from the negligence of UUFRC or its employees, UUFRC shall not be liable to Renter for any injury or damage that may result to any person or property in or about the premises, or the building from any cause whatsoever, including but not limited to, injury or damage resulting from any defects in the building or any equipment located therein, or from fire, water, gas, electricity, telephone or other cause or any failure in the supply of same, or from the acts or neglect or any persons, including the agents, employees, invitees or guests of Renter.

Renter agrees to indemnify and hold harmless from all claims, including the expense of defending against such claims, or for injury or damage to persons or property occurring outside the premises but resulting in whole or part by the act, failure to act, negligence or other fault of Renter or its agents, employees, invitees or guests.

Non Discrimination

As users of the facilities of the Unitarian Universalist Fellowship of Redwood City, you certify that your organization is currently in compliance with all federal and state of California laws covering nondiscrimination; and that it will not discriminate against any person, while using our facilities, because of race, color, national origin or ancestry, religion, disability, gender, sexual orientation, or marital status of such person.

Hate Speech

While we support diversity and tolerance and have a genuine interest in a wide range of opinions and ideas, we do not accept hate speech within our religious home. We understand that one person's "hate speech" is another's "reasoned argument." As such, we reserve for ourselves the sole right to decide if any planned meeting might violate our principles. In the event the Minister, Board, or sponsoring UUFRC committee makes a determination that a speaker or meeting would be unacceptable we may, at our sole discretion, cancel any meeting at any time prior to its start and refund the money paid to rent space, without any obligation for any other payment or consequential damages of any kind whatsoever.

If we make such a determination during a meeting we may terminate it. Any refund that is appropriate for such a cancellation will also be in our sole determination and we will have no obligation of any other kind to you, our renter.

If you are not willing to accept these terms please do not rent our space for your event.

Signed: _____ Dated: _____