

BUILDING USE AGREEMENT

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I, _____, authorized agent for _____

Address: _____

Telephone: _____ on this date: _____, agree to use the building at All Souls Unitarian Universalist Congregation, 60 Huntington Street or 19 Jay Street, New London, CT the room(s) and/or equipment listed below on dates and for the times specified. I agree to pay any required security deposit at the time I sign this agreement and the balance as arranged with the Office Administrator. I understand that All Souls retains the right to cancel this agreement at any time without prior notice and will return payment if the use of the space or the purpose of the building use is in conflict with the mission and objectives of the congregation. I further understand that if I cancel this agreement within 30 days of the first use, the church reserves the right to refund only 50% of the payment for building use, less any administration costs associated with the cancellation.

NOTE: All Souls Huntington Street building is not handicap-accessible.

Purpose of the Building Use and/or intended use of the property:

Use of Candles _____ Beer and/or Wine _____ Special Cooking Equipment _____

Date(s): _____ Times: _____

Key Host: \$25./hr (two hour minimum) \$ _____

Huntington Street:

_____ Chapel \$125.00/hr \$ _____

_____ Community Room \$50.00/hr \$ _____

_____ Community Room w/kitchen \$100.00/hr \$ _____

_____ Kitchen only \$75.00/hr \$ _____

_____ Classroom \$25.00/hr \$ _____

Jay Street:

_____ Unity Hall \$200.00 flat fee for rites of passage \$ _____

\$100/hr for meetings, recitals, etc. \$ _____

\$100 refundable chair removal/resetting deposit \$ _____

_____ Classrooms & Library \$25/hr \$ _____

Rites of Passage/Events - Minister Fees

Minister – Memorials \$200 \$ _____

Minister – Weddings \$400 \$ _____

Musicians - \$125 per event \$ _____

TOTAL BUILDING USE \$ _____

PAID CHECK # _____ DATE: _____ \$ _____

I have read both sides of this Building Use Agreement and understand the provisions thereof. I agree to abide by all provision of this contract including the "Building Use Policies and Guidelines" printed on the back of this agreement. I acknowledge receiving a signed and dated copy of this agreement at the time of payment.

LESSEE

ALL SOULS UU CONGREGATION

Building Use Policies and Guidelines

PUBLICITY: All Souls U. U. Congregation name shall not be used as the sponsoring organization in any advertising or promotional literature for your event, unless it is an official All Souls event. Do not publish the church telephone number as the contact number to call for information about your event.

RESTORATION OF PREMISES: Please leave the premises and equipment in the same condition you found them. Chairs in Unity Hall must be re-set by Lessee or the building use deposit shall be forfeited. If you move furniture or equipment, please return them to their original location. Please be particularly cautious with food and beverages to avoid spills on the floor and carpeting. Food is not allowed In the Huntington St. Chapel. Candles may be used only with advance notice and must be in fireproof containers. Protection must be provided to prevent candles from dripping on furniture and floors. All decorations must be fireproof, (except fresh flowers,) and may be attached to interior walls and windows with materials that do not damage or mark the surfaces. All decorations must be removed at the conclusion of your event. Birdseed is the only allowable material that may be thrown (outside only). *Rice, confetti, or spray confetti* is absolutely forbidden. Lessees shall be financially responsible for any repairs required due to damage resulting from use of All Souls facilities.

FACILITIES USED: Use of the premises is restricted to only those indoor or outside facilities and times which are specified in this Agreement.

USE OF THE HUNTINGTON ST. KITCHEN: Use of the kitchen includes all equipment and appliances in the kitchen. Special cooking or food preparation equipment may be brought in, with prior permission. All such equipment shall be removed at the conclusion of the event. All Souls does not provide consumables, such as coffee, sugar, cream, spices, napkins, tablecloths, etc. Any dishes or cooking utensils used must be cleaned and returned to their original location. Instructions for using the dishwasher are posted in the kitchen. All trash shall be placed in the appropriately marked receptacles. Food may be temporarily stored in the refrigerator; however, it must be removed at the conclusion of the event. Tables and counters must be cleaned and spills wiped up from the floor.

ALCOHOLIC BEVERAGES: Written permission is required to bring beer and/or wine on All Souls property. No other types of alcoholic beverages are allowed on the church premises.

SMOKING POLICY AND ENVIRONMENTAL SENSITIVITIES: All Souls is a smoke-free facility and smoking must be confined to outside only. Smoking materials must be appropriately disposed of. No smoking containers are provided by the church. All Souls makes every effort to be accessible in all ways. As more people are challenged with environmental sensitivities, we ask that fragrances (perfumes, colognes, lotions, scented candles) be avoided by those using the building. Please make an effort to keep the building fragrance free by asking your guests to refrain from using fragrances.

ANIMALS: Animals are not permitted in the buildings, except for Service Animals.

NOISE: Noise must be kept to an acceptable limit at all times so as not to disturb neighbors. City ordinances forbid noise after 10:00 PM, which will intrude on neighbors.

INSURANCE: Lessee agrees to provide public liability coverage with a limit of \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate, for Bodily Injury and Property Damage, with the All Souls Unitarian Universalist Congregation of New London and Dime Bank named as an Additional Insured. A certificate of insurance shall be provided to All Souls upon request or a Liability and User's Indemnity Form may be signed instead.

LIABILITY AND USER'S INDEMNITY: All Souls shall not be responsible for loss, injury or damage, including loss of profit or any indirect or consequential damages, resulting from any defects, faults, or failures of the facilities or equipments whether hidden or apparent. All Souls is not responsible for any loss, injury or damage to property or persons occurring on the church property or being transported into or out of any of the facilities owned by All Souls. You are responsible for and assume all risk of liability arising from or pertaining to the possession use or operation of facilities or equipment. Furthermore you hereby agree to indemnify, protect and hold harmless All Souls, its agents, employees, officers, directors. successors and assigns from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including attorney fees, of whatever kind or nature, incurred by us, and you shall defend All Souls against all threats of suits, and suits arising out of use, condition, operation, or any failure on your part to comply to the terms or conditions of this agreement. The indemnities and assumptions of liabilities or obligations provided herein shall continue in force and effect, notwithstanding the expiration or termination of this agreement.