

Use Agreement

This agreement is between Michael Servetus Unitarian Church (“the Church”) and _____, (the renter). It sets forth the understanding between the parties with respect to the use of the Church building by the renter for a special event. Use shall include:

- | | | |
|-------------------------------------------|------------------|-----------------------|
| <input type="checkbox"/> Wedding | Date ___/___/___ | Time: from ___ to ___ |
| <input type="checkbox"/> Reception | Date ___/___/___ | Time: from ___ to ___ |
| <input type="checkbox"/> Rehearsal | Date ___/___/___ | Time: from ___ to ___ |
| <input type="checkbox"/> Rehearsal Dinner | Date ___/___/___ | Time: from ___ to ___ |
| <input type="checkbox"/> Other _____ | Date ___/___/___ | Time: from ___ to ___ |

Costs:

Rent: The renter agrees to pay the sum of \$_____ as rent. Payment in full is required to reserve a date. The rent may not be refunded if the renter cancels the event less than three (3) months from the reserved date.

Reservation Deposit: The Church will hold a tentative date for up to ten (10) days upon payment of a \$50.00 deposit, which will be subtracted from the rental fee.

Damage Deposit: A damage deposit of \$_____ is due when the renter is given access to the Church building. The deposit shall be returned to the renter upon satisfactory inspection, no longer than 30 days.

In the event the Church building is not left in acceptable condition, the Church shall retain the deposit to cover the costs of cleaning the building.

In the event of any damage, the Church shall retain the deposit to cover the costs of repair. Renter is responsible for any damage and cleaning above the deposit amount, and will be billed.

What the church will provide:

The Church agrees that the renter shall have use of the indicated space on the dates and at the times indicated above. The Church building shall be clean and in good repair prior to the event.

The following areas of the Church building will be used for this event

- Sanctuary/Narthex
- Social Hall
- Kitchen
- Classroom Level

Renter's Responsibilities:

Cleaning: The Church building shall be left in as clean a condition as it was prior to the event. It is the renter's responsibility to remove all kitchen and other trash from the premises. Items for recycling may be placed in the proper receptacle. In the event trash is left on the premises, a portion of the Damage Deposit will be withheld to cover the costs of removal as MSUS does not have commercial trash services.

We prohibit the throwing of rice and bird food.

Food: When the building rental includes use for a reception and/or a rehearsal dinner, food may be served. The RENTER may use the kitchen to prepare and/or serve food, but must understand that the kitchen is not certified for commercial food preparation.

Therefore, a caterer may use the kitchen for SERVING only.

Alcoholic Beverages: If the renter chooses to serve alcoholic beverages, the renter shall do so only as follows:

1. No cash bar is permitted
2. Champagne, wine, or beer may be served (no hard liquor) as part of a reception only if food and non-alcoholic beverages are also served.
3. The renter shall comply with all state laws regarding the serving of alcoholic beverages and shall be responsible for all damages, including indemnifying holding MSUS harmless for and from any and all costs related to any claims arising out of the service of alcoholic beverages by the renter, including all reasonable attorney fees incurred by MSUS in responding to any such claim.

Nursery will be used []Yes []No (refer to Guidelines)

Alcoholic beverages will be served []Yes [] No (refer to Guidelines)

Agreed to by:

Renter/ Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Renter Signature: _____ Date: _____

For the Church: _____ Date: _____

I have read the "Guidelines for Rental Use of the Michael Servetus Unitarian Church."

Renter Signature: _____