



Unitarian
Universalist
Society of Bangor

120 Park Street, Bangor, ME 04401
Tel. (207) 947-7009
E-mail: uubangor@gmail.com

Date

Inside Address

Dear _____:

Thank you for expressing an interest in using our facility as a venue for your planned event.

Please complete the enclosed “Request for Use of Facilities” form and review the enclosed “Facilities Use Agreement” and policies and procedures. A fee schedule is included. Then, return the form to me, along with required proof of liability coverage. There is a 50% deposit required at signing to get the event booked onto the church’s master; the balance is due at least 3 days prior to the use of the building, unless other arrangements have been pre-authorized by Council or the Church Office. There is a \$25 refundable key deposit; the building key and security system code should be picked up at the church office a few days before your event.

We are unable to guarantee set up, but there are chairs and folding tables available. If you would like to use these, you are welcome. If you have any other, special meeting needs or requirements, please provide that information.

Included in this application packet are handouts with tips, which you may find helpful for the planning of your activity and using our building.

If you have any questions or need to arrange a tour of the building spaces, we can talk in person or on the phone during my office hours—Tuesday through Friday, 12:00-3:00 PM. Or, you can reach me pretty much anytime by sending an email to uubangor@gmail.com.

Thank you again, and best wishes for a successful event.

Sincerely,

Christine Sprague
Office Administrator
Unitarian Universalist Society of Bangor





REQUEST FOR USE OF FACILITIES

Please print or write legibly. Return completed form to the Church Office as far in advance of date requested as possible to confirm your reservation. Receipt of completed request does not guarantee use of facility. All requests must be reviewed and confirmed by church administration.

Date of This Application: _____

Name of Person/Group Booking Event: _____

Name of Contact Person: _____ Phone: _____

Address: _____ E-mail: _____

Non-profit? ___ Yes ___ No

Tickets will be sold, or a fee will be charged? ___ Yes If so, amount: \$ _____ ___ No

Church Council or Committee sponsored? ___ Yes Name of sponsor: _____ ___ No

Please briefly explain nature of activity or event to be held: _____

Room(s) requested: _____ Expected number attending: _____

Date(s) requested: Day of Week _____, Month/Day/Year _____

If recurring: Start date _____ End date: _____

Time(s) requested: *(including time for set-up and clean-up is required)* Set-up begins _____ AM / PM
(User is responsible for own set-up)

Event/Activity begins _____ AM / PM Event/Activity Ends _____ AM / PM

Refreshments planned: ___ Yes ___ No Clean-up ends & lock-up by _____ AM / PM
(We request that the facility be neatly returned to its original state after the event.)

I have access to building (key & code). I will need access to building, with instructions.

Church member or designee who will be present as monitor (if applicable): _____

Are children attending? ___ Yes ___ No *If yes, an Adult will be assigned to be responsible for providing child supervision. We acknowledge and agree that it is our responsibility to obtain background screening on however may be working with children or youth.*

Equipment needed: ___ Tables ___ Chairs ___ Podium ___ Sound system/microphone
___ Projector & screen ___ Piano use ___ Boombox ___ TV/DVD
Kitchen: ___ Coffee urns ___ Refrigerator ___ Dishes & cutlery ___ Range/oven
___ Tablecloths ___ Dishwasher/Sanitizer ___ Microwave

Certificate of proof of liability insurance attached: ___ Yes ___ Requested/forthcoming

The UUSB requires all building users to have third party liability insurance and to submit a valid certificate of proof of event liability insurance coverage including UUSB named as an "additional insured" on that event policy, to the church office before the requested event can be approved and scheduled onto the church's master calendar.

(continued on reverse)

Building Use Fees

Facility Space or Service	Fee	Total
Room: _____ Half-day ___ Full day <i>(excludes weddings & memorial services)</i>		
Non-member Weddings		
Wedding Rehearsals (1-1/4 hrs)		
Sound assistant <i>(required with use of Sanctuary)</i>		
Kitchen assistant <i>(required for Dorothy kitchen-related rentals)</i>		
Musician (accompanist) <i>(optional)</i>		
Fender Sound System <i>(optional)</i>		
Key Deposit		
Clean-up/Damage Deposit		
Other <i>(explain)</i>		
Subtotal		
Adjustments (+ / -) <i>(explain)</i>		
Total Due:		

Based on the current fee structure indicated in the “Facilities Use Policy”, the Fee(s) agreed upon for this specific facilities use request is: \$ _____ (50% due at booking, 50% due 3 days prior to event).

Compliance with UUSB Facilities Usage Policies and Procedures.

As User or representative of the Using Organization requesting use of the above stated facilities, I/we acknowledge the receipt of the “Facilities Use Policies, Procedures and Rates” and the “Facilities Use Agreement” attached to this request. I/We accept the terms, conditions and guidelines stipulated in these documents. I/We will be responsible to monitor that the facilities are used only for the activities described. I/We will provide proof of liability insurance and limits of coverage for this use.

Signature of User(s)/Representative(s): _____ Date: _____

Signature of Church Representative: _____ Date: _____

The original of this agreement shall be maintained in the Church Office and a copy provided to the user applicant.

FOR OFFICE USE ONLY	
Requires approval of: _____	Date submitted: _____
Approved by: _____	Date approved: _____
Rooms/Dates/Times assigned as requested: ___ Yes ___ No	
If No, explain accommodations if any: _____	
Key/Code assigned to: _____	Entry code: _____
Payment made: _____	Key deposit rec'd _____
Sound technician assigned: _____	Cell: _____
Kitchen assistant assigned: _____	Cell: _____
Event Monitor/Emergency Contact assigned: _____	
Cell Phone: _____	Cleaning deposit rec'd _____
Notes: _____	



FACILITIES USE AGREEMENT

1. **Compliance with UUSB Facilities Usage Policies and Procedures.**

User/Using Organization agrees to fully comply with the “Facilities Use Policies, Procedures and Rates” attached to this agreement; and has submitted a completed “Request for Use of Facilities” form, along with a valid certificate of proof of event liability insurance coverage including UUSB named as an “additional insured” on that event policy, to the church office administrator, who upon Church Council approval has scheduled the event on the church’s master calendar.

2. **Usage Terms and Payment.**

Total use fee for _____ (room) is \$ _____. The user has paid \$ _____, 50% of rental fee and key deposit of \$ _____ on _____ (date). User agrees to pay \$ _____ balance (50%) of use fee *at church office 3 days prior to* event scheduled on _____ (date).

3. **Sanctuary Use.**

At no time should food or drink be taken into the Sanctuary. The marble topped table in front of the pulpit should not be moved or used to hold equipment. If it is necessary to move it, arrangements should be made in advance to have it moved by the church staff.

4. **Sponsorship or Endorsement.**

Groups shall make no public statements implying church sponsorship or endorsement without approval from Church Council.

5. **Building Access and Security.**

a. Key(s). User agrees to have a designated person(s) representing the group who will pick up a key prior to the event and return it to the office immediately after the event. Additionally, they will obtain a 4-digit code number for the church security alarm system (which shall be retained confidentially by the user/representative and not shared with others).

b. Securing doors. Groups are to enter and exit through the designated doors only. Groups are responsible for monitoring access to the building while they are meeting. Groups will not gain access to the building until the appropriate leader arrives. All exterior doors must be locked after the meeting/ event begins. Doors should not be left unlocked once the meeting or class has begun, leaving doors unsupervised. Individuals or groups are expected to remain in or near the room(s) rented. If user is the last group to be using the facility, two (or more) people should make a final sweep of the building to make sure all doors are locked, all lights are off and no one is left inside the building.

6. **Regulating Heat.**

During the heating season, doors to the used room(s) should be **kept closed** to conserve energy.
Keeping utility costs down keeps rental fees down.

7. **Child Care.**

User or using organization is responsible for safety, security and supervision of children at all times.

8. **Alcoholic Beverages.**

Alcoholic beverages and illicit drugs are prohibited, at all times, anywhere in the church building or on church property surrounding grounds..

9. **Smoking.**

Smoking is prohibited, at all times, in the church building or on church property surrounding grounds at any time.

(Continued on next page)

10. User’s Responsibilities.

- The user applicant, the organization and each of its officers, shall be responsible for the enforcement of, and compliance with these terms and procedures.
- They shall comply with all fire laws, all municipal ordinances and other regulations, and all laws or regulations or any other governmental authority.
- The health and safety of the event participants is the sole responsibility of the organization or the applicant. Restrict your use to the space reserved, and not allow participants to wander throughout the building. Extra noise and traffic in other parts of the building disrupts. Children must be kept under adult supervision at all times.
- Food and beverages are **not** allowed in the Sanctuary.
- All groups are to provide their own food, drinks, paper goods, etc. Only non-alcoholic beverages are allowed on the premises, unless permission otherwise is obtained by Church Executive Board/Council.
- In terms of advertising their meeting or event, users are asked to advertise their events using their organization’s contact person, address and telephone number. Event information will not be available to the public through the church office.
- All building users are expected to clean-up after their event and leave space clean and usable for the next function. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services.
- The building key and completed “Use of Facilities Checklist” will be promptly returned to the Church Office Administrator.
- The church is not responsible for any personal property left in the church.

11. Property Damage.

Church property damaged during rental shall be replaced at expense of the User. This includes furniture, musical instruments, dishes, cookware, etc. NO tape or tacks are to be used on any painted surfaces (doors, walls, etc.); any damage done to painted church surfaces will result in the user being charged repair and repainting costs.

12. Church Equipment.

Use of church equipment (i.e., TV/VCR/DVD player, projectors, screens, sound equipment, tables and chairs, etc.) is subject to availability and approval. Church equipment may not be taken off church property, nor shall any church equipment be rented for use off church property.

13. Capacity Requirements.

User/User organization will not overcrowd facility.

14. Parking.

Parking is not available on the premises. Parking is often available on both sides of Park Street and the surrounding area. City parking regulations do apply. The church is not responsible for any damage to personal vehicles.

15. Exceptions.

Any exception to this policy must be approved by the Church Council or its designee.

16. Acceptance of Usage Terms in their entirety.

I have read, and agree to abide by the above policies and procedures and accept responsibility for repair and/or replacement costs for damage to church property.

Signature of User(s)/Representative(s): _____ Date: _____

Signature of Church Representative: _____ Date: _____

The original of this agreement shall be maintained in the Church Office and a copy provided to the user applicant.



FACILITIES USE POLICIES, PROCEDURES AND RATES

(Updated and Approved by the Council on 2/21/2018 to take effect 9/1/2018)

The Unitarian Universalist Society of Bangor will permit the use of its church facilities by individuals and organizations whose philosophies and practices are consistent with the Unitarian Universalist policies and principles. Such use may be in support of events enriching the cultural climate of our community; giving testimony to our belief in the oneness of humankind; in support of our faith in the principles of free speech; in assistance to other groups as they seek to serve youth, the disadvantaged, handicapped and/or the general social welfare; and in support of educational endeavors.

Authority: The final authority for granting permission for such uses shall be authorized by the Church Council, the Executive Committee, or its agent. All church staff make decisions based upon the direction of the Council. The Council has the right to accept or refuse requests from outside groups for use of the facility and property. **Note:** Use of classrooms in the Religious Education area is subject to additional approval and/or guidelines for usage by the Director of Religious Education.

Scheduling Priority:

The following priority of use shall be observed: 1) Congregation or Church Council events; 2) Church committee activities or events; 3) Non-church groups with permission for regular sustained use; 4) Intermittent use by groups with Church Council permission; 5) All other events. Any exceptions to this priority shall be specifically approved by the Church Council. Two or more events can be scheduled at the same time, depending on space availability and the nature of the activities, and the church reserves the right to schedule multiple events throughout the building. Respect for other programs using the building and its grounds is expected. A calendar for scheduling all activities is available in the church office and on the church website. **All events must be scheduled with the Church Office. Use of UUSB facilities is limited to the room(s) scheduled for the indicated event, for liability reasons.**

Guidelines and Procedures for Securing and Use of Building:

1. **Reserving Space:** Contact Church office for availability of requested date and preferred space, and to obtain the forms needed to submit the request. Non-church group functions require a "Request for Use of Facilities" form. User applicant fills out ALL applicable forms and returns them to the Church Office along with any required supplemental documentation. Council must approve the request. Upon approval, the Church office will notify the user applicant. Once Church office receives the required deposits, the event is laced on the Church's master calendar. All meetings and events must be scheduled on the church 's master calendar. Groups may not meet at their discretion.
2. **Insurance Requirement:** non-church groups must present a valid certificate of event liability insurance which includes UUSB named as an "additional insured" on that event policy, to be submitted to the church office ***before*** the event can be scheduled.
3. **Deposits:** Non-church groups are required to make a \$25.00 key deposit and room use deposit (50% of total use fee) when booking the event. The balance of the user's fee is due *3 days prior* to the event. The key deposit will be refunded after the key and completed "Use of Facilities Checklist" have been returned and the space used has been checked by a Church representative.
4. **Advertising:** Users must include contact person with address and telephone number. Non-church event information will not be available to the public through the church office. No individual may use the church facility for a commercial business purpose.

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5. **Weddings/Memorials/Dedications:** The Minister of the UUSB and the Music Director have first right of refusal to perform such ceremonies.
6. **Co-sponsored Events:** Events co-sponsored by the UUSB will have the usage fee reduced by 50%.
7. **Smoke-free, Alcohol-free, and Scent-free facility:** Smoking and the use of alcoholic beverages or illicit drugs are prohibited on church property at all times. Wearing of scented products is discouraged out of consideration for others and potential allergies. (Likewise, please be aware of food sensitivities.)
8. **Clean-Up:** All building users are expected to clean up after their event. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services. UUSB retains the right to request a damage/cleaning deposit from users who have previously left the facility in unsatisfactory condition.

Usage Fees: All building use scheduling must include time for set-up and clean-up. Fees and conditions for long-term use arrangements can be negotiated with Church Council through the Church Administrator.

Anniversaries, Baby Showers and Other Special Family/Life Events – Only members may use the building for these types of gatherings. For specific criteria and guidelines, see “UUSB Member Events” policy.

Event Rates: Member Weddings/Receptions/Dedications/Memorials – No fee.
Non-Member Weddings/Memorials/Receptions – Rehearsal: \$50.00; Sanctuary: \$250.00; Receptions: room rates below. Non-member weddings require a \$100 security deposit, refundable if facility is left in satisfactory condition.

	April 1 through October 31		November 1 through March 31	
Space:	Half Day (4 hrs)	Full Day (8 hrs)	Half Day (4 hrs)	Full Day (8 hrs)
Dorothy Memorial & Kitchen**	\$115.00	\$175.00	\$150.00	\$225.00
Sanctuary*	\$125.00	\$175.00	\$150.00	\$225.00
Vestry with Kitchen	\$ 60.00	\$110.00	\$ 90.00	\$140.00
RE Classrooms	\$ 14.00 per hour (min. 2 hrs.)		\$ 18.00 per hour (min. 2 hrs.)	
Staff:				
*Sound assistant	\$15.00 per hour		Required with use of Sanctuary	
**Kitchen assistant	\$15.00 per hour		Required for Dorothy Kitchen use	
Musician (accompanist)	\$150.00 per service		Optional	
Sound Equipment:				
Fender Sound System	\$25.00 per event + \$10.00 set-up/pack-up fee			



END OF EVENT CHECKLIST

To ensure key deposit refund, this checklist must be completed and returned with the key to the church office.

- ___ Gas stove turned off
- ___ Coffee pot/appliances unplugged and cleaned
- ___ Counters and all cooking/food prep surfaces cleaned, thus prepared for next use
- ___ Dishes, utensils, pots and pans washed and put away in designated cupboards (which are labeled for your convenience)
- ___ Hot water booster/sterilizer turned off
- ___ Floors swept, vacuumed or mopped (if necessary)
- ___ All tables and chairs are wiped down and returned to storage area or places of origin in the room
- ___ Restrooms are tidy
- ___ Furniture and equipment returned to original locations or positions, thus returning the rooms to their normal set-up
- ___ All trash and decorations generated by renter(s) have been removed and placed in the waste dumpster located outdoors adjacent to the Dorothy Memorial Hall (north side of building), and clean trash bags placed into the containers
- ___ Put recyclables in the correct receptacles
- ___ Take all extra food and beverages with you, unless specific plans for usage by a church group have been planned
- ___ No adhesives, tape, pins, nails or tacks were used to secure decorations announcements, etc. If so, all adhesive residue has been removed. There may be a charge for repairing any holes in the walls.
- ___ Windows closed and latched
- ___ All lights turned off
- ___ All external doors locked and secured; security system engaged by last person leaving the building

(continued on reverse side)

END OF EVENT CHECKLIST - Page 2 of 2

___ ***Completed checklist*** and ***key*** left in the secretary's mail box in the hall adjacent to the Minister's office, or in the locking mailbox outside the main entrance door

___ Report any damage of equipment or property to promptly to the church office

Building Use Date(s): _____

User/User Organization Name: _____

Address: _____

Telephone Number: _____

E-mail: _____

Notes or Comments of anything of importance that occurred during use of the building:

Thank you for your co-operation!

Signature of User: _____ Date: _____

Signature of Church Representative _____ Date: _____

=====

FOR OFFICE USE:

___ Key deposit refund processed

___ Cleaning/damage deposit returned

(cc: Bkkpr)



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Damage Rider for Piano/Organ Usage

This rider must be signed by the same person as the "Requests for Use of Facilities" form.

I, the undersigned individual and responsible party for the use of the of the UU Society of Bangor church for the purpose of a music recital/performance, do hereby assume full and sole responsibility for any and all damages to the piano or organ caused during the period of my rental by anyone; and, if damaged, I hereby agree to pay upon demand for repair or replacement of either instrument at the discretion of the UU Society of Bangor.

Event date(s) and time(s): _____

Signature: Renter

Date



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Code of Conduct for Building Users

Please show respect for self and others.

- Refrain from wearing scented products.
- Be aware of food sensitivities.
- Smoking is not permitted inside or outside the facilities.
UUSB is a smoke-free facility.
- Alcohol is not permitted on church property at either church-sponsored events or building rental events.
- Children must be properly supervised a all times.

Please show respect for the building, furnishings and property.

- Take care to leave spaces as they were found.
- Refrain from wearing dirty or wet outdoor footwear.
- Garbage and recycling practices must be respected. If there is a large amount of waste, it must be removed from the property by group members.

Thank you!