

Pagosa Unitarian Universalist Fellowship Use Agreement Member or Pledging Friend

DEFINITIONS:

Owner: Pagosa Unitarian Universalist Fellowship of Pagosa Springs, Colorado through its administrator.

Administrator: PUUF member responsible for this Agreement.

User: A member or pledging friend who wishes to use the Fellowship Hall for an event.

Event: The Steering Committee agrees that the event is one that PUUF **approves** as one that furthers its mission or agrees with UU Principles or benefits the Fellowship.

USE FEES

- Member/pledging friend, nonprofit activity – Suggested Donation \$10
- Member/pledging friend, for profit activity - \$7.50 per hour; \$15 for half day, \$25 for full day. Hours include set-up and clean-up time; to be paid at the time of the appointment with Administrator.

SPACE CONDITIONS

Day hours require that the hall and grounds be cleaned and vacated by the agreed upon time.

Evening hours require that hall and grounds be cleaned and vacated by midnight.

ADVERTISEMENT

A member/pledging friend who has contracted to use the Fellowship Hall may post an advertisement (8-1/2x11 in.) for the event in the window pane to the right of the door through the duration of the event. The advertisement may include the name "Pagosa Unitarian Universalist Fellowship." Advertisement will be through the PUUF newsletter and by announcement at service.

TERMS OF THE AGREEMENT

1. The User and the Event meet requirements and the User agrees to stipulation defined above.
2. The Agreement includes use of chairs, tables, and microwave as well as tea, coffee, cream and sweeteners. Other supplies/equipment are excluded. Exceptions to this term must be preapproved by Steering Committee.
3. The User agrees to clean the Hall, the bathroom (including the toilet) and grounds to the satisfaction of the Administrator and to remove all trash to the can outside the back door. Supplies for cleaning the bathroom and a vacuum cleaner are provided.
4. User will exercise caution if using candles by providing substantial insulation under candle holder.
5. The Administrator and the User will inspect the hall and grounds for cleanliness and/or damage when agreement is signed. The inspection is repeated after the event. The User is responsible for any damage as determined by the administrator.
6. The User agrees not to lend or sublet this Use Agreement or to duplicate the key.
7. The User agrees to return chairs and podium to their original configuration.
8. User agrees not to disturb valves, knobs or switches within the Hall except for normal use of light switches, faucets and microwave buttons. Exceptions to this term must be preapproved by Steering Committee.
 - (a) The thermostat may be set at a comfortable range for the event but **MUST** be reset to 65 degrees after the event.
 - (b) Equipment malfunction **MUST** be reported to the Administrator immediately.
9. The use of food or alcohol or equipment requires prior approval of the Steering Committee.
10. The sale of all products, other than books, CDs and DVDs requires prior approval of the Steering Committee.

Signatures: User: _____ Administrator _____

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Administrator will date the following events as they are completed:

Key distributed: _____ Returned: _____

Fee Collected _____

Event Description

Date and time of event(s)

Date _____

Time _____

SC Approval required:

Serving food _____

Serving alcohol _____

Using Equipment _____

Items to be offered for purchase _____

Revised 11/2017