

**Pagosa Unitarian Universalist Fellowship Use Agreement  
Unaffiliated Organization**

**DEFINITIONS:**

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

Administrator: PUUF member responsible for rental process.

User: Any person or group requesting use of the PUUF Hall or their representative signing this application

**REQUIREMENTS**

- 1) The user representative must be a member or pledging friend of the Fellowship, must be present at the event and must assume responsibility for the event.
- 2) The user of the Fellowship Hall must present a Certificate of Insurance listing the Fellowship as an "also insured" on their insurance policy.
- 3) The user must demonstrate to the satisfaction of the PUUF Steering Committee that mission/purpose of their organization is congruent with mission/principles of the Fellowship.

**USE FEES**

- \$30 for one half day or evening (approximately 4 hours)
- \$50 for a full day (approximately 8 hours)
- Or \$15 per hour

Hours include set-up and clean-up time; to be paid at the time of the appointment with Administrator.

**SECURITY DEPOSIT**

A security deposit of \$100.00 will reserve a specific date and time; it is due seven (7) days prior to the event unless other agreements have been made.

**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**

Advertisements (flyers and news articles) for events will locate the event at Unit 15 Greenbrier Plaza (corner North Pagosa Blvd and Park). Such advertisement will NOT include the name "Pagosa Unitarian Universalist Fellowship."

**TERMS OF THE AGREEMENT:** *Failure to abide by these terms may result in forfeiture of all or part of the deposit.*

1. The User meets requirements and agrees to stipulations defined above.
2. The User agrees not to lend or sublet this Use Agreement or duplicate the key.
3. The User agrees to seek prior approval from the Steering Committee if food is to be served; this may require an additional deposit; the use of alcohol is prohibited.
4. The Agreement includes use of chairs, tables and microwave. Other supplies/equipment are excluded. Wall art/fixtures are not to be removed. Chairs and Podium are to be returned to their original configuration.
5. 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. All other supplies or equipment must be provided by the User.
6. User will exercise caution if using candles by providing substantial insulation under candle holder.
7. User agrees not to disturb controls on equipment within the Hall except for normal use of light switches, faucets and microwave buttons.
  - (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.
8. 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.
10. The deposit will be refunded within 48 hours after the event at the same time that the key to the hall is returned unless the user has failed to abide by Terms of the Agreement or unless multiple events are scheduled.

Signatures: User \_\_\_\_\_ Administrator \_\_\_\_\_

Organization Name: \_\_\_\_\_

Administrator will date the following events as they are completed:

\_\_\_\_\_ Deposit collected

\_\_\_\_\_ Inspection Complete/Approved

**See reverse side**

\_\_\_\_\_ Fee Collected

\_\_\_\_\_ Deposit Returned

**Date and time of event (s)**

Date \_\_\_\_\_

Time \_\_\_\_\_

**SC Approval required:**

Serving food \_\_\_\_\_