

Unitarian Universalist Congregation of Grand Traverse
6726 Center Road, Traverse City, MI 49686
(231) 947-3117 - office@uucgt.org

TERMS OF BUILDING USE & RULES OF CONDUCT

TERMS OF BUILDING USE

Advertising: You may indicate that the event will be held in our building; however, any advertising must include a **disclaimer** that UUCGT is not sponsoring the event. Example:

"Your Event Name"

at the Unitarian Universalist Congregation
6726 Center Road, Traverse City, Michigan 49686

This event is not affiliated with the Unitarian Universalist Congregation

Security Deposit: Security Deposit must be paid to hold reserved space for all events (Memorial services excepted). Security Deposit will be returned within two weeks after the event subject to the following conditions:

- 1) No violation of the established Building Use Rules of Conduct (see reverse side)
- 2) No damage to building premises in excess of normal wear and tear
- 3) No significant disturbance of other events in the building
- 4) Appropriate cleaning of the building and/or grounds is completed (see Checklist)

Appointment to Review Premises, Building Operation, Clean-up Procedure:

An appointment to meet with the Building Use Coordinator to do a Building Walk-Through, review the Building Operation & Clean-up Procedures is required prior to signing the Building Use Agreement.

Building Use Fee: Building use fee must be received 14 days before the event date. Upon receipt of the building use fee and signed agreement, an agreement between the Congregation and Responsible Party exists.

Sound System: Use of Sound System and/or TV may be arranged to be operated by Congregation approved or provided personnel. \$150 for 3 hours use, plus additional \$20 per hour thereafter is required for use of the Sound System and/or TV.

Responsible Party Liability: A Certificate of Liability is required for all events. Responsible Party assumes all liability for accidents, personal injury, property damage and theft of Responsible Party's property resulting from the Responsible Party's presence at the Unitarian Universalist Congregation of Grand Traverse.

Damage: Damage to the facilities in excess of normal wear and tear may result in additional charges for required repairs and result in forfeit of Security Deposit.

Agreement Cancellation: The Building Use Agreement may be cancelled by either party 14 days prior to the scheduled function. To cancel, contact Building Use Coordinator at 231-947-3117.

BUILDING USE RULES OF CONDUCT

- No smoking anywhere in the building
- Children must be supervised at all times
- **No food or drinks are permitted in the sanctuary. To discourage people taking food or drinks into the sanctuary, please serve any refreshments after the event**
- Alcohol (beer, wine, liquor) may be served on the premises to legal age adults, but may not be sold in a “cash bar”
- No illegal drugs are permitted on Congregation property. No illegal activity of any kind may be performed on the Congregation property.
- No rice, confetti, bird seed or grass seed is to be thrown in the building. If rice, birdseed or grass seed are used outside the building, walks must be swept clean. No confetti, bags, containers or papers are to be thrown on the ground.
- No excessive noise or activity which would disrupt or disturb neighbors or other Congregation activities or result in property damage or personal injury is allowed.

Prior to event date, the Building Use Coordinator will review a “Walk-Through Checklist” that includes the following in more detail:

- The space used must be cleaned and returned to the original condition after use
- Chairs, tables, etc. rearranged to original configuration – including sanctuary
- Dishes and appliances cleaned
- Trash must be bagged and left in the large trash container outside the rear of building
- Trash thrown on grounds must be picked up and placed in trash container
- Upon leaving the building, turn off all lights (entry lights remain on)
- Be sure the building is securely locked

