

Unitarian Universalist Fellowship of Los Gatos (UUFLG)

15980 Blossom Hill Road, Los Gatos, CA 95032

Email: admin@uufg.org Telephone: (408) 358-1212 Website: uufg.org

Facilities-Use Agreement

Name / Type of Event: _____

Name of Group/ Individual: _____

Contact Person: _____

Phone: _____ Cell: _____ Email: _____

Address: _____

City, State, Zip: _____

Backup Contact (Name): _____

Phone: _____ Cell: _____ Email: _____

Event Date _____ Day/s of Week _____ Start Time _____ End Time _____
(Start & end time of actual event/s)

ROOM/S TO BE RESERVED & FEES (Please see Fee schedule on page 4)

(Time/s of actual reservation/s – include time for set-up / clean-up)

	<u>Start Time</u>	<u>End Time</u>	<u>Total Hours</u>	<u>Fee</u>
_____ Entire Building	_____	_____	_____	_____
_____ Sanctuary/Aud. w/ West Room, Kitchen, Deck	_____	_____	_____	_____
_____ Sanctuary/Auditorium	_____	_____	_____	_____
_____ West Room	_____	_____	_____	_____
_____ East Room	_____	_____	_____	_____
_____ Recital Package	_____	_____	_____	_____
_____ Wedding Package	_____	_____	_____	_____
_____ Parking Lot Only	_____	_____	_____	_____

Equipment Needed (must make arrangements in advance):

- _____ Piano
- _____ PA System
- _____ TV/DVD; Screen

FEE TOTAL: _____

++Plus++

Refundable Security Deposit -- (May be included in same check) **\$100.00**
(\$200 for weddings)

Is your event open to the public? _____

What is the expected attendance? _____

Where did you hear about our facilities? _____

INSURANCE INFORMATION

List any affiliation that your group belongs to and address of that group or headquarters:

List a tax-exempt number if you are a non-profit organization: _____

- **For the protection of the church and those who use our space, persons or groups reserving the building may be required to provide proof of liability insurance.**

Does your organization maintain liability insurance through your national office or primary location?

Yes No

If yes, please instruct your insurance carrier to provide this Fellowship with a certificate of insurance, listing our Fellowship as an additional insured. Company and Policy Number:

Hold Harmless: The undersigned, on behalf of themselves and their organization, if any, agree to indemnify and hold harmless UUFLG, its employees and officers from any and all claims, expenses, attorney fees, or judgments arising out of use of the UUFLG facilities.

Liability: The undersigned shall be liable for any damage caused to UUFLG facilities during the use thereof by the undersigned, their guests or invitees.

The undersigned, being the person responsible for arrangements for use of the UUFLG facilities, understands that permission to use UUFLG facilities is contingent upon agreement to abide by UUFLG "Facility Use Rules" (page 3).

We have read and agree to the terms of this Agreement:

Print name of responsible person and position/title:

Name: _____

Position/Title: _____

(Signature) _____ Date: _____

UUFLG Administrator (Print Name) _____ Date: _____

(Signature) _____

For UUFLG Office Use Only

Amount Paid _____ Date Paid _____

Refundable Security Deposit Paid (separate from rent total) \$ _____ Date Paid _____

Check Number/s _____

Deposit Refunded: Amount \$ _____ Date _____ Notes _____

Unitarian Universalist Fellowship of Los Gatos

Special Event - Facilities-Use Agreement

Facility Use Rules

Our building is available for events such as weddings, memorial services, recitals, meetings, non-partisan political forums, and charitable benefits. Our building is NOT available to groups that advocate the use of violence, or discriminate explicitly or implicitly against any race, gender, and religion or ethnic group.

All events must be scheduled through the Fellowship administrator at admin@uuflg.org or 408-358-1212.

The rental charge for each room is shown on the attached chart (page 4). Photos of UUFLG rooms may be seen at uuflg.org, "Administration", "Facility Rentals".

1. Use of UUFLG property is limited to the activities, rooms/spaces, equipment and times specifically noted in your agreement. The premises must be VACATED by the time indicated on the reservation form.
2. The **SPONSORING GROUP** must be identified accurately on the reservation form and prominently featured in all publicity. All notices of the event, including posters, fliers, press releases, etc., shall include the following statement: "**The Unitarian Universalist Fellowship of Los Gatos is not a sponsor of this event**". If you are working with the media, please make contact with them to ensure their information is accurate.
3. Set-up for and clean up after events are the responsibility of the renter. Please follow "Closing Procedures Checklist for UUFLG Building" (attached) with particular attention to:
 - Put away equipment used
 - Return chairs as found (unless you've been requested otherwise)
 - Clean spills, wipe tables, pick up litter
 - All garbage must be removed from the room after your event. Recycle cans and glass, and securely bag trash and put in trash and recycling bins located inside the gated area outside the West Room. Any extra cleaning / removal of trash, etc. that must be done by UUFLG after your event will result in janitorial charges, i.e., withholding of some or all of your security deposit. **No food/drinks allowed in the Sanctuary/Auditorium**. Please use good judgment in carpeted areas. Treat any spills immediately with water.
4. **FELLOWSHIP EQUIPMENT**, furnishings and supplies may be used only with the prior arrangement, and none may be removed from the building. Special arrangements apply to the use of the Fellowship's musical instruments and sound system.
5. Under no circumstances are holes to be made to install decorations or any other materials. Decorations may be temporarily affixed with non-destructive drafting tape and must be completely removed prior to departure from the facility. No rice, confetti, etc. may be thrown at weddings or other events. Any damage to UUFLG will be charged to the offending party.
6. All events must end and all guests must be gone from the premises by **11:00 PM**.
7. **NO SMOKING** is allowed anywhere on UUFLG premises.
8. **ALCOHOLIC BEVERAGES** are limited to beer and wine and use must conform to state and local laws. Fellowship policy requires that whenever alcoholic beverages are served on Fellowship premises, non-alcoholic beverages must also be provided.
9. Exits must not be blocked at any time.
10. Please report any plumbing, electrical or other emergencies immediately to Tim Connelly 408-221-7357.
11. Youth must be supervised both inside and outside. UUFLG facility users accept financial responsibility for any damage caused by children, including damage to plants or gardens.
12. **All windows and doors to the outside must be closed and locked when buildings are vacated; and sound or other equipment and lights turned off completely after use.**

Room Fee Schedule

LOCATION – All rentals include use of parking lot – street parking is also available	FULL DAY COST (8 hours)	HALF DAY COST (4 Hours)	QUARTER DAY COST (2 Hours)	DESCRIPTION	SEATING CAPACITY
Entire Building	\$500	\$300		Entire Building*	Varies by Room
Auditorium/Sanctuary	\$300	\$175	\$100	Auditorium & Piano	110 Fixed Seats; 125 with Additional Chairs
Auditorium with West Room, Kitchen and deck	\$400	\$225		*	Aud. 110/125 West Room: 73 standing/35 seated
East Room	\$90	\$50	\$30	Sink, under counter refrigerator	12 standing/ 6 seated
West Room, Kitchen and deck	\$200	\$125	\$70	*	73 standing/35 seated
Wedding Package ** All Building for one & one-half days (\$200 refundable security deposit)	\$1,000				
Recital Pkg. Includes: Recital Day & 2 hours of rehearsal	\$375	\$250		Auditorium with West Room and Kitchen	
Parking Lot	\$125	\$75		Parking Lot only, no building access	21 (19 regular; 2 handicapped spots)

* Includes access to folding chairs, tables, kitchen (microwave, refrigerator, stove, etc.)

**Weddings: Please note that if your caterers, floral arrangers, etc. do not do their work within the original rental period, you will be charged for any additional time they use to set-up/take-down, as that is time we are deprived of use of the facility.

Important – Please Read

A \$100 refundable security deposit is required. A signed agreement and payment in full, plus the security deposit, are required in order to secure your date and time on our calendar.

There is a 15% cancellation fee, and a 10% change fee.

Once your completed and signed agreement and payment are received by UUFLG, a copy will be mailed or given to you, which is your confirmation of the reservation. If you do not receive the copy within one week of submitting your payment and signed agreement, please contact UUFLG: admin@uflg.org or 408-358-1212.