

**PEOPLES CHURCH UNITARIAN UNIVERSALIST**  
4980 Gordon Ave NW, Cedar Rapids, IA 52405 (319) 362-9827 [office@peoplesuu.org](mailto:office@peoplesuu.org)  
**FACILITIES RENTAL AND USAGE AGREEMENT**

This agreement is entered into between **Peoples Church Unitarian Universalist**, located at 4980 Gordon Ave NW, Cedar Rapids, IA 52405 (hereafter referred to as "Church") and

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(hereafter referred to as "Renter").

Renter Information:

Person responsible/Contact \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**The Church and Renter agree to the following terms:**

1. Church agrees to provide the Renter with the following space

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on the following day(s): \_\_\_\_\_

Event set-up time: \_\_\_\_\_ Actual event time: \_\_\_\_\_ Ending clean-up time: \_\_\_\_\_

Frequency of event (circle one): One time Weekly Monthly Annually Other

2. Description of event: \_\_\_\_\_
3. Number of people expected to attend: \_\_\_\_\_
4. Renter agrees to obey the Rules and Procedures for the Use of Peoples Church Facilities, attached to this Facilities Rental and Usage Agreement.
5. Renter agrees to vacate the facilities' premise promptly following their scheduled event and to leave the premises, including all furniture and other equipment on the premises, in the same state of cleanliness, position, and state of use or repair as existed when Renter entered the premises, with normal wear and tear excepted. Renter will be expected to leave at ending time listed above. Clean-up time should be included in the request for the event and repeated violations of this will not be tolerated.
6. Renter agrees to turn off all lights and appliances which were used and to leave the thermostat control(s) in the "off" position when vacating the premises. If provided with a key, Renter agrees to assure that all doors are locked upon leaving the facility.

7. Renter agrees to pay for any damage caused to building, furniture or fixtures, and agrees to replace or reimburse Church for any other items not belonging to Renter that are used, consumed or destroyed by Renter or participants at their event.
8. Renter agrees to hold harmless and unconditionally indemnify Church, its officers, members, employees and agents against and for all liability, cost of defense, expenses, claims and damages which Church may at any time suffer or sustain or become liable for by reason of any accidents, damages or injuries either to the persons or property or both of Renter, its members, affiliates, invitees, agents or employees in any matter arising from the Renter's use of the Church property. This Indemnity specifically includes an indemnification by the Renter of the Church, its officers, members, employees and agents for their own negligence including any act or failure to act of the Church, its officers, members, employees, and agents and for any claim arising there from under this Agreement.

**Renter further agrees that it will include Church as additional insured under Renter's Policies of insurance and that its insurers agree to waive any right of subrogation against Church. (This provision not applicable if Renter does not already have in place an existing CGL policy.)**

9. Renter is financially responsible for any charges resulting from False Fire Alarms perpetrated by a member of their group.
10. Renter agrees not to sublease the premises.
11. Renter understands and agrees that their use of the premises does not and should not imply sponsorship by Church of Renter's activity or event.
12. The Facility Use Fee shall be \_\_\_\_\_ (circle one) One time Weekly Monthly Quarterly Annually Other
13. Renter agrees to pay a security deposit of \_\_\_\_\_ to be returned if there is no damage or waste to any Church property.
14. Renter is responsible for their own set-up and materials: \_\_\_\_\_

Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

Agent for Renter \_\_\_\_\_

Agent for Church (Office Administrator or Pastor) \_\_\_\_\_

**For Office Use Only**

Rental Payment: Amount \_\_\_\_\_ Rec'd \_\_\_\_\_ Check # \_\_\_\_\_

Damage Deposit: Amount \_\_\_\_\_ Rec'd \_\_\_\_\_ Check# \_\_\_\_\_