PEOPLES CHURCH UNITARIAN UNIVERSALIST
4980 Gordon Ave NW, Cedar Rapids, IA 52405
(319) 362-9827 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 _____

_____ **(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(s)_____
_____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 Unitarian Universalist Facilities, attached to this Facilities Rental and Usage Agreement.

5. Renters who are non-members and/or political campaigns must pay deposit and rental charges in cash no later than 30 days prior to the event.

6. Renter agrees to:

- ► ensure children under the age of 12 will always be under adult supervision in the building and on the church grounds and
- ► 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 and
- ► to leave at the ending time listed above. Clean-up time should be factored into the request for the event time and repeated violations of this will not be tolerated, and
- ► to turn off all lights and appliances which were used and
- ► if provided with a key, Renter agrees to assure that all doors are locked upon leaving the facility and that key is returned to Church within 1 work week of the end of the event/contract term.

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 placed 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. _____ (initial)

Agreed to on this _____ day of _____, _____.

Agent for Renter _____

Agent for Church (Office Administrator or Pastor)_____

<div align="center">For Office Use Only</div>

Rental Payment: Amount _____ Rec'd _____ Cash _____ Check # _____

Damage Deposit: Amount_____ Rec'd_____ Cash _____ Check # _____