

**COLUMBINE UNITARIAN UNIVERSALIST CHURCH  
FACILITY USE AGREEMENT**

Columbine Unitarian Universalist Church  
6724 S. Webster St. Littleton, Colorado, 80128  
Phone: (303) 972-1716; E-mail: cuuc@columbineuuchurch.org

This agreement is between COLUMBINE UNITARIAN UNIVERSALIST CHURCH (CUUC) and the Responsible Rental User (Renter): \_\_\_\_\_ or Organization/Group Name: \_\_\_\_\_  
The Renter wishes to engage the premises of CUUC for the purpose of: \_\_\_\_\_

Event date: \_\_\_\_\_ Event start/end times: \_\_\_\_\_  
Appx. Number of people: \_\_\_\_\_  
Special requests or requirements: \_\_\_\_\_

**Contract Details**

1. In signing this agreement, the Renter agrees to indemnify CUUC against any loss, liability or claim, including claims by persons or entities not a party to this agreement, resulting from use of facility by those engaged in the activity of the Renter as stated here in. Further, the Renter agrees to pay, within 10 days of CUUC's demand, the cost of repair of all damages caused to CUUC property by those engaged in, or resulting from, the Renter's event activities.
2. The Renter may not take down or move any items such as flags, banners, or art objects without CUUC permission. The pulpit, chairs and tables may be moved but must be put back in their original places and order.
3. If renting the piano, the Renter's pianist must receive a brief orientation to the piano. In addition, the Renter must follow the rules set out by the Music Director.
4. Only the rooms of the church specified in this agreement are to be used by the Renter. Use of non-authorized rooms will result in an additional charge to the Renter. Rooms rented will be used only for the time specified in this agreement. Use beyond the specified time will result in an additional charge to the Renter.
5. The Renter may not sub-let the rooms they have rented to any other person or entity.
6. All children and youth will be supervised at all times by an adult representative of the Renter.
7. No pets are allowed in the church (excepting service animals), and there is no smoking in the building.
8. All areas used by the Renter must be cleaned up immediately after use and left in their original condition. Cleaning includes wiping off tables and returning furniture, chairs and tables to their original position; emptying waste baskets; and broom sweeping, mopping and/or vacuuming as necessary. Mops, brooms, and a vacuum cleaner are located in the utility closets in the Community Room. If the cleanup is inadequate, the Renter will be charged the Cleaning Service rate of \$75 per hour or the actual cost of cleaning, at CUUC's discretion, and the charge will be deducted from the damage deposit. If the charge exceeds the amount of the damage deposit, the Renter will be billed for the difference.
9. Renter agrees to pay a total rental fee of \$\_\_\_\_\_.
10. Renter agrees to pay a damage deposit (typically 50% of total) before the rental activity of \$\_\_\_\_\_.
11. Renter agrees to lock the building when leaving.
12. Signatures below constitute a commitment for use of the CUUC Facility.

Agreed to by Renter:  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_

Agreed to by CUUC (Office Manager or Board Member):  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_

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Church rooms/Equipment used (mark all that apply)	Sun-Thurs	Fri & Sat	Room start time	Room end time	# of hours /items	Cost	Discount*	Adjusted cost of room	
<b>Sanctuary</b> <i>Sunday available after 2:00 p.m.</i>	\$72.00/hr.	\$90.00/hr.							
<b>Community Room</b> <i>Sunday available after 2:00 p.m.</i>	\$36.00/hr.	\$48.00/hr.							
<b>Nursery</b> <i>Sunday available after 2:00 p.m.</i>	\$24.00/hr.	\$30.00/hr.							
<b>Piano</b>	\$42.00 flat rate	\$54.00 flat rate							
<b>Pianist**</b>	\$90.00/hr.	\$100.00/hr.							
<b>Table Rentals</b>	\$7.00/table	\$7.00/table							
<b>Sound System Operator**</b>	\$36.00/hr.	\$48.00/hr.							
<b>Audio/Video System</b>	\$36.00 flat rate	\$66.00 flat rate							
<b>Kitchen Facilities</b> (no charge for coffee or tea preparation)	\$36.00 flat rate	\$66.00 flat rate							
<b>Total discount***</b>									
<b>Total \$</b>									
<b>Damage deposit</b>	<50 people \$100.00	50-100 people \$150.00	>100 people \$250.00						
<b>Total with damage deposit</b>									

\* There is a 10% discount on a room rented for five or more hours. **Non-profit or concert discount may apply.**

\*\* We cannot guarantee a sound operator or pianist will be available. Any outside sound system operator and/or pianist must be approved by CUUC. Advance payment will be made to the individual providing these services.

**\*\*\* The Board of Trustees, or Minister in conjunction with the Board, has the authority to determine donation-in-kind or special discount. Contact the current treasurer for more information about the fees.**

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**Payment Record (Office Use Only)**

Instructions	Amount received	Check #	Date	Amount owed
A deposit of 50% of the total due is required to book the event.				
Remainder due 7 days before event. (Rental must be paid in full to receive a key).				
Special charges (for damages, cleaning, etc.):				
Refund of damage deposit: Refund deposit, minus any special charges, after key is returned. Refund will take at least 14 days to process.	<b>Damage deposit amount</b>	<b>Refund amount</b>	<b>Date refund requested</b>	
Cancellation policy: Cancellation less than 30 days prior to the event will result in forfeiture of the booking deposit.				

**Key Received** \_\_\_\_\_ **Key Returned** \_\_\_\_\_

**Renter Contact Information**

Contact person	Phone number	Mailing address	E-mail address
Primary			
Secondary			

Board of Trustees, or Minister in conjunction with the Board, has approved a special room rate.

CUUC authorizing signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Office Manager or Board Member)