

Unitarian Universalist Congregation of South County
27 North Road · Peace Dale, RI 02879 · (401) 783-4170

APPLICATION FOR USE OF FACILITY

Date of application _____

Name of person making this application _____

Address, email, and phone number _____

Name of organization for which application is made _____

Address, email, and phone number _____

If applicant is an organization, will the applicant be the contact person? _____

What is the purpose of the organization? _____

What is the organization's website? _____

Name and contact information for the person from this organization who will be present at the event and will make sure the area used is cleaned and returned to its original condition after use, that the building is secured after the event, and that the rules for use of the facility are observed.

Date and time (including set-up and cleanup time) requested _____

Is this a one-time event, or a regularly-scheduled event? _____

Room(s) requested _____

Description of meeting or event _____

Will event or meeting be advertised? _____ Will event or meeting be open to the public? _____

Number of expected participants _____

Will food or beverages be served? _____ Where? _____

Will alcoholic beverages be served? _____ Where? _____

Will a microphone, sound system, piano, projector, or other equipment be needed? If so, specify.

The following rules apply to users of the facility.

- a) If a rental fee is required, half of the fee, together with a \$200 deposit, must be submitted to the Administrator with the application form at least three weeks before the date requested for the event. The balance is due the day before the event.
- b) A \$200 deposit, in the form of a check made payable to UUCSC, is required for non-congregation events. Any damage to the building or furnishings must be reported to the Administrator on the next business day after the meeting or event. If the renter does not repair the damage or does not leave the area sufficiently clean, UUCSC has the right to use the deposit to pay for the repair or cleaning. The Administrator will return the check to the renter if no repair or cleaning is necessary. For regularly-scheduled recurring events, only one deposit check is required.
- c) If insurance is required, the coverage must be for \$1 million per occurrence and \$2 million aggregate. The endorsement must name the Unitarian Universalist Congregation of South County as additional insured. Proof of coverage must be submitted to the Administrator at least ten business days before the event. If the renter chooses to have participants sign indemnification and release forms instead of providing proof of insurance, the Administrator will provide the forms. Forms must be completed and signed by every participant before the event begins, and submitted to the Administrator on the next business day after the event.

- d) For some non-congregation-related events, donations are requested to defray the cost of cleaning and maintaining the building. The suggested donation for a small gathering is \$2.00 to \$5.00 per person per meeting or event. The renter is responsible for collecting the donations and delivering them to the Administrator. The suggested donation for a large gathering or an event for which admission is charged is a negotiable percentage of the admission proceeds. The Vice President of the Board of Directors is responsible for negotiating the amount.
- e) If the event is not organized or sponsored by the congregation or congregation members, the renter is prohibited from identifying UUCSC as the sponsor of the event in any advertising or promotional material without prior permission from the UUCSC Board of Directors.
- f) Smoking is prohibited inside the building. If smoking takes place outside the building, smoking material must be disposed of properly.
- g) Food to be served in the building or on the premises (except for coffee and tea) must be prepared off site. Limited refrigeration space is available in the kitchen. Leftover food must be removed from the premises. Food and beverages cannot be consumed in the Sanctuary without prior written approval. Due to state fire safety code requirements, use of the stove in the kitchen is prohibited.
- h) No animals except service animals are allowed in the building.
- i) Children using the outdoor playground equipment must be supervised by an adult at all times. At events not sponsored by the congregation, playground equipment may be used only if the user has provided proof of insurance coverage.
- j) Access to Peace Dale Pond from UUCSC property is prohibited. UUCSC shall not be liable for any injury to any person who violates this policy.
- k) No nails, tacks, screws, staples, tape, or paint of any kind may be attached to or applied to walls or ceilings. No modification may be made to walls, floors, carpets, furnishings, or equipment. All decorations must be removed after the event.
- l) Everyone who uses the facilities must observe copyright laws. Only copyrighted music covered by a license can be performed. A video cannot be shown unless the event sponsor has obtained public performance rights from the copyright holder. Printed copies of copyrighted material cannot be distributed unless the event sponsor has received written permission from the copyright holder.
- m) The sound system in the Sanctuary and the portable sound system may be used only by individuals who have been instructed in their use. If a sound system is needed for an event, arrangements must be made for an authorized person to operate it. Other equipment, including the piano, may be used only with prior permission.
- n) Under the state fire safety code, the maximum number of occupants allowed in the Sanctuary is 186 and the number allowed in the Oneto Community Room is 46. Under no circumstances shall a room capacity limit be exceeded.
- o) At the beginning of every event, this announcement must be made: *"In the event of an emergency, you should exit quickly. You can go out the way you came in. There are exits in the Oneto Room, in the Sanctuary behind the pulpit, and down the hallway at the rear of the Sanctuary. Please reserve the ramp for people who need it, or help them if you can."*
- p) Every room used must be cleaned and returned to its original condition after a meeting or event. Trash must be bagged and removed from the building or left in the kitchen. If the chairs in the Sanctuary have been moved, they must be returned to their regular configuration as shown on the Sanctuary Chair Placement instructions.
- q) If an event will include a raffle, sale of alcoholic beverages, or other feature that requires a municipal or state permit or license, the renter is responsible for obtaining the required permit or license. UUCSC has the right to cancel an event for which the required permit or license has not been obtained.

I hereby confirm that I have read, and that I understand, the rules for use of UUCSC's facility. I understand UUCSC may, at its sole discretion and without liability, cancel a room reservation in the event of a schedule conflict.

Signature

Date

FOR ADMINISTRATOR'S USE

Date application received _____

Date reservation confirmed _____

Date rental fee received: Total fee _____ 50% _____ balance _____

Date \$200 deposit received _____

Date insurance certificate received _____

Donations received	Date	Amount
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Documents provided to this renter:

Sanctuary chair placement instructions (Appendix B to Policy)

How to open doors, turn on lights, control heat and air conditioning (Appendix C to Policy)

Building closing checklist (Appendix D to Policy)

Indemnification and release form (Appendix E to Policy)