

**UNITARIAN UNIVERSALIST CONGREGATION
OF THE OUTER BANKS**

Request for Use of the Facility

Group making the request _____

Responsible person _____ PH# _____

Mailing address: _____

Date(s) requested and/or Time period (i.e. every Tues 7:00 - 8:30 pm beginning on Nov 5th)

UUCOB Contact Person: _____ PH# _____

Initial____ Responsible for use, collecting fees & return of church keys and ensuring compliance with our Facility Use Agreement.

Briefly describe nature of use:

Building: _____

Grounds (other than parking): _____

Approximate number of persons to be present: _____

Approximate number of automobiles to be present: _____

Initial____ Mutually agreed to special conditions of use:

Initial____ NOTE: UUCOB requires Board approval of all publicity regarding building use.

I, the responsible person making this request, do hereby agree to the special use conditions defined above and all of the conditions defined in the attached Facility Use Agreement.

Responsible person making the request, **Signature:** _____

Print Name: _____

Action & signature by the Board of Directors: _____

FEE Schedule for Facility use. (Check where applicable.):

Groups larger than 30 are charged an additional \$2.50 per person over a count of 30.

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Weddings, Unions, Memorials, Ceremonies | \$225 plus \$50 per hour over 5 hours |
| <input type="checkbox"/> General Meeting Use | \$25.00/Hour (Minimum 2 hours, \$50) |
| <input type="checkbox"/> For Profit Use | \$35.00/Hour (Minimum 2 hours, \$70) |
| <input type="checkbox"/> Member Personal Use | Voluntary Donation |
| <input type="checkbox"/> To be addressed by the Board: Voluntary Donation Use | |

Repetitive Use at Agreed Rate

Describe group and purpose: _____

FEE SET @ \$ _____

(Checks made payable to UUCOB)

FACILITY USE AGREEMENT

Use of these facilities shall be open to groups in the community for educational, religious, cultural, civic and public service purposes generally consistent with Unitarian Universalist principles with no restrictions as to color, race, religion, creed, national origins or sexual orientation of individuals or groups. Members and groups sponsored by the UUCOB shall enjoy first right and privileges of use. Requests to use our facilities require approval by the Board of Directors.

GENERAL USE

1. Users must be sensitive to the rights of our tenants and neighbors. Noise and other disruptive activities must be reasonably limited. Parking must not impact their use agreements. Our tenants, the Heron Pond Montessori School, have exclusive rights to the paved parking area and the enclosed play ground on weekdays between 8:00 AM and 6:00 PM. Our tenants, the Feline Hope Cat Shelter occupy the southern end of our west lot. Should the west lot be used for parking, care must be taken not to block the driveway.
2. Use of rice, birdseed, gas filled balloons, or confetti on church property is prohibited. Bubbles may be used outside only.
3. Clean up of building rooms, and/or grounds, is the responsibility of the user group and any property must be left in the condition found.
4. Users are responsible for bagging and disposing of trash in outside containers.
5. Any food in the kitchen is not to be used and regular users of the facility are expected to contribute to the supplies they regularly use such as, paper towels, toilet paper, etc.
6. Damaged, destroyed or missing property will be paid for at replacement cost by the user group.

BUILDING USE

1. The UUCOB contact person may assign a person to be responsible for the church door key. The key will not be duplicated and will be returned to the church when no longer needed or when this agreement is canceled.
2. Tables found in the north wall closets may be extracted and used. Chairs may be re-arranged. All chairs and tables must be returned to the original location in which they were found.
3. Materials on the walls, entrance table and in display racks will not be disturbed.
4. This is a smoke free building; no incense or tobacco products may be used. Use candles with caution.
5. Upon completion of activity, ensure that windows are locked and heating/cooling thermostats are returned to original settings. (65 in winter/78 in summer)
6. All lights and fans are to be turned off and doors locked upon departure.

GROUNDS USE

1. Activities should be ended by sunset.
2. No alcoholic beverages may be brought onto the grounds.
3. Grills, gas or charcoal, must not be used on the paved parking area, sidewalks or porch/decks.
4. Open fires are not permitted without special approval. Safety is paramount, so a water supply must be available at the grill/fire location.
5. Users must supply their own tables (the existing picnic table may be used), chairs, etc.
6. Special arrangements must be made for access to our building to use our kitchen or toilets.

I understand and accept responsibility for agreement conditions.

Group: _____ **Sign or Initial:** _____ Date: _____

Print Name: _____

Rev. December 2017