



Date of Event: _____

Cost: _____

Rooms: _____

FACILITY USE AGREEMENT

A diverse, caring community, nurturing each other toward spiritual growth, and living our faith through service to the larger community.



Event _____

Date of Event _____

Contact _____

Unitarian Universalist Church of Roanoke

Facility Use Agreement

Usage Start Time	Usage End Time	Actual Begin & End Time of Event	Date of Event
Description of Event		☐ Event is Repeating (Complete section below) ☐ Event is for UUCR Member(s) (Complete section below)	

Primary Contact Name	Phone Number	☐ Member ☐ Non-member ☐ Non-profit or Community Group ☐ Other
Address		City/State/Zip
Email address		Alternate Phone Number
Company/Organization Name		Company Phone Number
Company/ Organization Address		City/State/Zip
Alternate Contact Name	Phone Number	☐ Member ☐ Non-member ☐ Non-profit or Community Group ☐ Other

Anticipated Number of Attendees: _____ Open to the public/church: ☐ Yes ☐ No Fundraiser: ☐ Yes ☐ No

Do you want the event promoted to the congregation? ☐ Yes ☐ No ☐ Newsletter/Update ☐ Social Media ☐ Pulpit

Repeating Event

Event: _____			
☐ This event is ongoing on the _____ (day/week) of the month at _____ (time)			
☐ This event repeats on multiple days/times:			
Day _____	Time _____	Day _____	Time _____
Day _____	Time _____	Day _____	Time _____

Repeating Committee/Mission/Group Meeting/Event

Meeting/Event: _____	
☐ This group meets on the _____ / _____ ☐ or every _____ (day/week) of the month at _____ (time)	
☐ This is a one-time event on _____	
Notes: _____	

Unitarian Universalist Church of Roanoke
Facility Use Agreement

Facility and Set Up

Sanctuary (capacity 200)

- ☐ Group will set up and restore
- ☐ Set up facing screen
- ☐ Set up facing stage

☐ **Fellowship Hall (capacity 80)**

- ☐ Group will set up and restore
- ☐ Classroom style: _____ Tables _____ Chairs
- ☐ Banquet style: _____ Tables _____ Chairs

☐ **Kitchen (required for any event with food)**

- ☐ Use of coffee service
- ☐ Event is not catered
 - ☐ Use of UUCR cookware and appliances
 - ☐ Use of UUCR utensils, plates, bowls, etc.
- ☐ Event is catered (Bringing own food)
 - ☐ Use of UUCR cookware and appliances
 - ☐ Use of UUCR utensils, plates, bowls, etc.

☐ **Olin Room – Conference Room (capacity 20)**

- ☐ Group will set up and restore
- ☐ Conference style: _____ Tables _____ Chairs

☐ **Wells Room – Conference Room (capacity 15)**

- ☐ Group will set up and restore
- ☐ Conference style: _____ Tables _____ Chairs

☐ **Broker Room – Children’s Classroom (capacity 20)**

- ☐ Group will set up and restore
- ☐ Classroom style: _____ Tables _____ Chairs

☐ **Other Spaces (group will set up and break down)**

- ☐ Stage
- ☐ Nursery (self-supervised)
- ☐ Memorial Garden
- ☐ Brandon Avenue Parking lot (no grilling)
- ☐ Children’s Playground
- ☐ Parking lot and/or easement (Addendum)
- ☐ Parking Lot for Food Trucks (Addendum)

Additional Needs

- ☐ Coffee Service
 - ☐ Pitchers of Ice Water
 - ☐ A/V Portable PA System – location: _____
 - ☐ A/V Team Member for sanctuary (need to meet with A/V representative)
 - ☐ Linen Service (separate charge)
 - ☐ Music services (need to meet with the Director of Music)
 - ☐ Music services use of piano: ☐ Sanctuary ☐ Fellowship Hall ☐ Olin Room
 - ☐ Ministerial services (need to meet with minister)
 - ☐ Other (deliveries, additional access, accommodations, etc.): _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Unitarian Universalist Church of Roanoke

Facility Use Agreement

Facility Use Policies and Procedures (initial each paragraph)

_____ Payment must be received prior to the event.

_____ The Unitarian Universalist Church of Roanoke (UUCR) encourages members, friends, and community groups to use space in the church (including parking lots) when it is not being used for church activities. All facility use must be booked through the Administrator, regardless of an individual's access to the building or role in the church. Events and groups with Facilities Use Agreements take priority. UUCR reserves the right to refuse access to facilities. The organization will indemnify the church against any damage or injury that may occur caused by any person involved with or attending said event (before and after) on the UUCR property.

_____ Negative Impact: The nature of events must not have any negative impact on the neighborhood. All events must comply with federal, state, and local laws and regulations. All events must be in harmony with Unitarian Universalist values and beliefs.

_____ Set-Up: Requests to set up tables, chairs, re-arrange current set-up, etc. will result in a separate fee of at least \$150 (\$25 per hour with a minimum of 3 hours and 2 individuals) required to set up or break down the arrangement. Groups may be invoiced for set-up/clean-up fees if the room is not sufficiently cleaned, and chairs/tables returned to their original places.

_____ Clean Up: Groups are responsible for all clean up. It is the group's responsibility to leave the space as it is found, including taking out garbage to the outside containers that will not fit in the facility garbage can and all food garbage that could generate a smell or attract vermin.

_____ Keys: Any Primary Contact/Renter that has been issued a key shall lock all doors, turn off designated lights, and ensure all participants have left the premises safely. Failure to do so may result in denial of future rentals. Keys must be returned within 5 days unless otherwise arranged. A \$25 deposit is required for each key. This amount will be returned to the Primary Contact/Renter if the key is returned. If the key(s) is not returned, a replacement fee of \$25 will be assessed to the Primary Contact/Renter.

_____ Emergency Evacuation: The group assumes all responsibility for emergency evacuation. There are signs in each room advising evacuation routes. A safety orientation will be provided upon request.

_____ Damage: The flags and benches outside, podium, art, pianos, and audio/visual equipment other than the portable PA system are not to be moved at any time. Additional Charges and replacement costs will be incurred in the event of any damage.

_____ Alcohol: Groups serving alcohol must not keep any alcohol on premises before or after events. A banquet license may be obtained from the Virginia Alcoholic Beverage Commission (VA-ABC) and must be strictly adhered to. UUCR assumes no responsibility for supervision, administration, or consequences related to a group's banquet license and/or distribution and use of alcohol.

_____ Lighted candles (for indoor use only) must be directly supervised by an adult at all times. Any other use of fire, smoke, or combustible material is not allowed on the premises. This includes personal vaping and smoking of any kind.

_____ Items on Walls: Use of poster putty or blue painter's tape is advised for hanging items on walls – no holes may be made in the walls.

_____ Event Items: May not be stored at UUCR without obtaining permission from the Administrator. Storage space is at a minimum so your event items may be moved as needed.

_____ Kitchen Use:

- All dishes shall be cleaned at the end of the event. They may be loaded into the dishwasher and started prior to leaving the building or hand washed and left to dry.
- Absolutely no frying.
- Groups must provide their own disposable dishes, utensils, serving ware, and drinkware. UUCR disposables may not be used.

_____ Groups may only use their own food, ice, and beverages – food, ice, and beverages already on the premises are not to be consumed by the group. One exception is the coffee service, only when booked according to the Facility Use Agreement.

_____ Parking Lots are considered as part of the facility and are under the same policies and procedures as outlined in this document.

_____ Cancellation Policy: If an event must be cancelled, notify the Administrator at least seven (7) days prior to the event. All deposits are non-refundable after seven days (except for key deposit). If the event is cancelled due to inclement weather, groups may reschedule the event with the Administrator or choose to receive a refund of the deposit, minus fees for any services already provided.

_____ Additional Policies & Procedures: Additional policies and procedures or event-specific guidelines will be provided to the group in writing by a representative of UUCR.

Unitarian Universalist Church of Roanoke
Facility Use Agreement
Parking Lot Usage

Vendor/Fund Raiser Name #1	Phone Number
Contact Name	Email

Vendor/Fund Raiser Name #2	Phone Number
Contact Name	Email

Vendor/Fund Raiser Name #3	Phone Number
Contact Name	Email

Vendor/Fund Raiser Name #4	Phone Number
Contact Name	Email

Vendor/Fund Raiser Name #5	Phone Number
Contact Name	Email

Vendor/Fund Raiser Name #6	Phone Number
Contact Name	Email

Vendor/Fund Raiser Name #7	Phone Number
Contact Name	Email

Unitarian Universalist Church of Roanoke
Facility Use Agreement
Food Trucks

Food Truck Policies and Procedures

_____ The Food Truck will park in the Parking Lot according to the time specified above with a 30-minute window before/after.

_____ The truck may park in the UUCR parking lot **only** if requested for an UUCR event or as part of an approved organization's event.

_____ The organization renting the UUCR property will indemnify UUCR against any damage that may occur caused by any food truck during the time said food truck is on UUCR property.

Food Truck Name #1		Phone Number
Contact Name		Email
Time Food Truck will be in Parking Lot	From	To

Food Truck Name #2		Phone Number
Contact Name		Email
Time Food Truck will be in Parking Lot	From	To

Food Truck Name #3		Phone Number
Contact Name		Email
Time Food Truck will be in Parking Lot	From	To

Food Truck Name #4		Phone Number
Contact Name		Email
Time Food Truck will be in Parking Lot	From	To

Unitarian Universalist Church of Roanoke
Facility Use Agreement
Vendors

Company #1	Phone Number
Contact Name	Email

Company #2	Phone Number
Contact Name	Email

Company #3	Phone Number
Contact Name	Email

Company #4	Phone Number
Contact Name	Email

Company #5	Phone Number
Contact Name	Email

Company #6	Phone Number
Contact Name	Email

Company #7	Phone Number
Contact Name	Email

Unitarian Universalist Church of Roanoke
Facility Use Agreement

Members may use the facilities for free for personal reasons with prior notice and a completed agreement. A/V or Music Services must be coordinated with respective parties. A Facility Use Agreement must be completed to ensure the use of the church. AV services, or music services must be coordinated with the respective parties.

By signing below, the Primary Contact indicates that they have **read, reviewed, and understood the Facility Use Policies and Procedures** and agree to accept the responsibility for all information contained therein. Above all, the renter/user of the property agrees to hold harmless UUCR in event of any injury, damage, etc. to an individual or property. (Pay individual musicians, A/V, ministers, etc. personally.)

- ☐ Member
☐ Non-Member

Room(s)	_____	\$ _____
Other	_____	\$ _____
Other	_____	\$ _____
Other	_____	\$ _____
Key fee	_____	\$ _____
Linen Charge	_____	\$ _____
Set-Up Fee	_____	\$ _____
Breakdown Fee	_____	\$ _____
Amount Paid	_____	\$ _____
Total Due	_____	\$ _____

(Payment must be by check or cash.)

Primary Contact Signature

Date

Printed Name

UUCR Administrator Signature

Date

Unitarian Universalist Church of Roanoke
Facility Use Agreement

OFFICE USE ONLY

Key #: _____ Key Issued By: _____ Date: _____

Key Returned By: _____ Date: _____

Person/Group	Date Notified	Notes/Names
A/V Team		
Director of Music		
Housekeeping		
Minister		

Payments

Date	Amount	Adjusted Balance	Description

Additional Charges

Date	Amount	Description
		TOTAL Due from Primary Contact/Renter

[illegible]

[illegible]