

Setup and Cleanup arrangements and fees

It is assumed that renters will be responsible for all their own set up and clean up, and that these activities will occur during the specified rental period slot and that the facilities will be left in the condition in which they were found. Cleanup required after a group departs will be billed to that group at a rate of \$35/hour and will likely result in cancellation or denial of future usage agreement with that organization.

Setup prior to an event will be accommodated, depending upon availability at the discretion of the Board of Trustees and/or Minister and will incur an impact fee of \$25. Such setup cannot interfere with other scheduled usage of the building, and in no event will take place more than 24 hours prior to the event. Community Church UU is not responsible for loss or damage to any if the renter's material or equipment.

Exceptions:

- Please complete and return to the Office Administrator, Minister or Board Member. **Members of the Congregation** are not charged rental fees for personal use of the church facilities for life passage events (weddings, memorials etc.). Members hosting events for non-congregational groups will be charged the general room use fee and impact fees (where applicable).

Groups approved by the Community Outreach Ministry may have rental fees reduced or waived at the recommendation of the committee and with the approval of the Board of Trustees. Impact fees will still apply where applicable.

BUILDING USE APPLICATION AND AGREEMENT

[Building Use Application and Agreement Form](#)