

# All Souls Unitarian Universalist Church of Watertown

1330 Gotham St, Watertown, NY 13601  
(315) 788-2742 *allsoulsuuchurch@gmail.com*  
A Religious Organization

## BUILDING USE REQUEST FORM (v May 2024)

Name of Building User (Permittee) \_\_\_\_\_

Group or Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Anticipated attendance (#) \_\_\_\_\_ Children \_\_\_\_\_ Adults (maximum number present at once)

### Single Use

Date: \_\_\_\_\_ Time Start \_\_\_\_\_ Time End \_\_\_\_\_

### Repeat Use

Weekday(s): \_\_\_\_\_ Start Times \_\_\_\_\_ End Times \_\_\_\_\_

Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_ .

### Area

Please mark the blank on left to indicate room(s) and areas to be reserved<sup>3</sup>

<u>Room</u>	<u>Fees per use</u>
___ Building grounds without access to restrooms (not exclusive of other use)	Free if authorized
___ Building grounds with access to restrooms	\$20.00
___ Formal Lounge	\$20.00
___ Informal Lounge	\$20.00
___ Religious Education Wing	\$20.00
___ Opening & Closing Building	\$20.00
___ Special Setup or Cleanup by church staff (will come from deposit if <i>any</i> mess left)	\$20.00 Per Hour
___ Use of Kitchen (req for all groups serving refreshments)	\$20.00
___ Social Hall (Large Meeting Room)	\$50.00
___ Sanctuary	\$100.00

Fee/Daily Use: \_\_\_\_\_

(Unless waived, additional deposit is required in that amount also)

\_\_\_ Requesting Donation Based Fee for Non-Profit Event (requires Board Approval for Non-Members):

(Building users not paying standard fees may be asked to reschedule or relocate with one week's notice)

\_\_\_ This is a church activity sponsored by \_\_\_\_\_

Will this event yield a profit for you or your organization (check one)? YES \_\_\_\_\_ NO \_\_\_\_\_

The Church Board of Trustees may waive fees and deposits; and reserves the right to revoke fee and deposit exemptions at any time. The deposit amount is not the maximum that groups can owe for costs or damages.

# BUILDING PERMIT

## PLEASE FILL OUT ALL ITEMS ON THIS PAGE

This is an agreement between the Permittor, All Souls Unitarian Universalist Church of Watertown (the Church), New York, located at 1330 Gotham St., Jefferson County, State of New York, 13601 and

Name \_\_\_\_\_(Permittee)

Address: \_\_\_\_\_

**Permittor** agrees to allow **Permittee** to hold their event in the defined areas of the Church Building and grounds for the following purpose:

**Permittee** asserts the function of their event at the Church is:

\_\_\_\_\_

**Permittee** agrees to pay Permittor the sum of \$\_\_\_\_\_

Conditions of this permit are:

1. Only the reserved areas of the building are to be used and occupied by Permittee for the event(s) stated above, and for no other use;
2. Permittee and Permittor agree that no changes to the terms and conditions of this permit shall be valid unless in writing and agreed upon.
3. This permit cannot be reassigned;
4. No illegal acts will be committed on the premises;
5. No damage shall be sustained to the Church building and property;
6. Smoking is prohibited in all areas of the Church building and at least 25 feet from Church building entrances;
7. Permittee will not introduce animals into the building, except certified service animals.
8. All furnishings will be returned to the same locations and condition as found prior to the event unless a maintenance fee has been paid;
9. As a condition of exemption from regular fees building users for whom the board waives fees must agree to reschedule or relocate activities if provided with one week's notice.
10. Once left in the building for 30 days, abandoned items will be considered church property.
11. Events permitting use of alcohol must provide proof of insurance and signatures on page 4

### **SPECIAL INSTRUCTIONS/CONDITIONS FOR THE BUILDING PERMIT**

Waste containers and recycle bins will be provided in the reserved area(s). **PLEASE RECYCLE!!**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:**

X \_\_\_\_\_  
**Signature of Permittee**

\_\_\_\_\_  
**Signature of Permittor**

**Additional Notes About Event/Building Use**

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**BUILDING PERMITTEE RESPONSIBILITIES**

1. Following any event, the permittee will clean and restore the areas of the event to prior conditions or pay a maintenance fee if the restoration falls upon Permittor. It is advised to hire a professional cleaning crew for very large events.
2. The Permittee **MUST** maintain a smoke-free environment at all times and in all areas inside of the Church building and at least 25 feet from the building entrances.
3. Please specify seating needs for your event (if any) \_\_\_\_\_  
\_\_\_\_\_

4. Any harm to persons or damage to property occurring during the event will be reported using an Accident Report Form (found on the office door).
5. If alcohol is to be consumed during the event in the Church or Church property, an alcohol consumption insurance rider **MUST** accompany the liability insurance policy and delivered to the Church Permittor at least 10 days prior to the event.  
Illegal drug use is prohibited and will result in eviction.

**PAGE 4 MUST BE SIGNED BY THE PERMITTEE ONLY IF ALCOHOL IS TO BE CONSUMED AT THE EVENT.**

6. Submit this form and copies of applicable insurance coverage with the payment for the reservation at least 10 business days before the event. Additional information may be requested.
7. Inform the church office of any changes to the information reported on this form as soon as reasonably possible.
8. **THE DRIVEWAY IN FRONT OF THE CHURCH IS A FIRE LANE!!  
PLEASE NOTIFY YOUR ATTENDEES TO NOT LEAVE UNATTENDED VEHICLES IN  
ENTRANCE DRIVEWAY.**

Person responsible for payment for fee: \_\_\_\_\_

Address: \_\_\_\_\_

Payment received: Date \_\_\_\_\_

Application approved by: \_\_\_\_\_ (signature)

Date \_\_\_\_\_ Church position \_\_\_\_\_

**REQUEST FOR CONSUMPTION OF ALCOHOLIC BEVERAGES.**

**NO ALCOHOL CONSUMPTION IS ALLOWED IN THE CHURCH OR ON THE GROUNDS UNLESS A COPY OF THE INSURANCE RIDER ACCOMPANES THE LIABILITY INSURANCE FOR THE EVENT.**

**RECREATIONAL DRUGS AND MIND-ALTERING SUBSTANCES ARE NOT PERMITTED ON THE CHURCH PROPERTY AT ANY TIME!**

**THE PERMITTEE IS RESPONSIBLE FOR ANY ALCOHOLIC CONSUMPTION DURING THE EVENT AT THE CHURCH. THE PERMITTEE WILL PROVIDE THE CHURCH WITH A COPY OF INSURANCE RIDER FOR ALCOHOL CONSUMPTION COVERAGE BEFORE THE EVENT TAKES PLACE.**

APPROVED BY:

ACCEPTED BY:

X \_\_\_\_\_  
SIGNATURE Permittee

\_\_\_\_\_  
SIGNATURE Permittor

If there is the use of alcohol in an event held at All Souls Unitarian Universalist Church, all attendees will hold the church, its Board of Trustees and members of the congregation HARMLESS for any and all consequences of the alcohol use. **Recreational drugs are not permitted on the premises at any time.**

Signature of Permittee(s)

X \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Permittor

x \_\_\_\_\_  
Date \_\_\_\_\_

Church member Emergency Contact

Name \_\_\_\_\_

Telephone number \_\_\_\_\_