

All Souls Unitarian Universalist Church of Watertown

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

Office Use: Door Calendar _____ Google Calendar _____

BUILDING USE REQUEST FORM (v Jan 2022)

Name of Building User (Permittee) _____

GROUP/ORGANIZATION NAME _____

Address _____

Phone # (s) _____

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

DURATION OF BUILDING USE (check one)

Single Use

Date: _____ Time Start _____ Time End _____

Short Term Repeat Use

Weekday(s): _____ Time Start _____ Time End _____

Beginning Date _____ End Date _____

Continuous Use¹

Weekday(s): _____ Time Start _____ Time End _____

Beginning Date _____
2022 _____ 2023 _____ 2024 _____ 2025 _____ 2026 _____

FEES

Please mark the blank on left to indicate room(s) and areas to be reserved³

<u>Room</u>	<u>Fees per use</u>
<input type="checkbox"/> Building grounds without access to restrooms (not exclusive of other use)	Free if authorized
<input type="checkbox"/> Building grounds with access to restrooms	\$20.00
<input type="checkbox"/> Formal Lounge	\$20.00
<input type="checkbox"/> Informal Lounge	\$20.00
<input type="checkbox"/> Religious Education Wing	\$20.00
<input type="checkbox"/> Opening & Closing Building ³	\$20.00
<input type="checkbox"/> Special Setup or Cleanup by church staff (will come from deposit if any mess left)	\$20.00 Per Hour
<input type="checkbox"/> Use of Kitchen (req for all groups serving refreshments)	\$20.00
<input type="checkbox"/> Social Hall (Large Meeting Room)	\$50.00
<input type="checkbox"/> Sanctuary (req for piano use)	\$100.00

Total Fee/Use: _____

A deposit equal to daily fees is required from non-church members.² Exemption Authorized _____
(Members and Board Exempted Groups enter optional Donation Amount)

¹The Permittee will Contact the Building User annually and Initial the year of Continuous Use to Verify there is no change in the permit: Any unreported change requires a new form to be completed

²The 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.

³Non keyholders must use this service unless piggybacking with another group using a different area at the same time. Keys are issued only to members and continuous building users.

Additional Notes About Event/Building Use

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 the 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: ___ Requesting Donation of Building Use _____

Address: _____

Payment received: Date _____

Application approved by: _____ (signature)

Date _____ Church position _____

BUILDING PERMIT

PLEASE FILL OUT ALL ITEMS ON THIS PAGE

This is an agreement between the Permitter, 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: _____

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

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

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

Permittee agrees to pay the Permitter the sum of \$_____.

Conditions of this permit are:

1. Only the reserved areas of the building are to be used and occupied by the permittee for the event(s) stated above, and for no other use;
2. The Permittee and Permitter 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. The 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. The music equipment, microphones and other electronic equipment owned by the church, will require prior written approval from the Music Committee
10. Once left in the building for 30 days, abandoned items will be considered church property.

SPECIAL INSTRUCTIONS/CONDITIONS FOR THE BUILDING PERMIT

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

All groups will comply with and enforce the stipulations of the attached document titled:

Policy for Building Use During a Pandemic

DATE:

X _____
Signature Permittee

Signature of Permitter

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 _____