PROCEDURE FOR USE OF FACILITIES

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1. Application for use of facilities must be made in writing, and signed by a person who accepts responsibility for any breakage or other damage, and must be approved by the Church Administrator.

2. A copy of the contract, Procedure for Use of Facilities and ASUUC sound System (A Guide for the Occasional User) (if applicable) will be given to the renter at the time the contract is signed.

3. The renting party must sign the Application and pay the Deposit before the space will be considered reserved and placed on the calendar.

4. Cleaning/ Damage Deposit: A $50 deposit is required on all rentals. The deposit will refunded if the premises are left in acceptable condition. Furniture must be put back like it was prior to use.

5. All fees must be paid 30 days in ADVANCE except for Memorials. Rental fees are fixed.

6. Rentals are made on a first come, first serve basis.

7. If set-up is required, the renting party must do so during the hour(s) the facility has been rented.

8. If a reception is being held, the space for the reception must be rented.

9. **CANCELLATION: Must be made in writing at least 7 days prior to the event; if the deposit has been processed, A $50 fee will be deducted from your deposit refund. If the cancellation is made less than 7 days prior to the event, the deposit will not be refunded.**

10. For long term contracts, notice of termination of the contracts must be given in writing to ASUUC Church Administrator, 3 months prior to the first of the month of termination. For example, if termination is to be on January 1, notice must be given by October 1.

11. **For One-Time-Only events.** If cancellation is made less than 7 days prior to the event, the deposit will NOT be refunded.

12. You need to make an appointment to meet with the Church Administrator at least 2 weeks before your event to plan for the set-up.

13. Use of ASUUC facilities after midnight is not permitted because of the church's location in a neighborhood.

14. No food, drink or rice is permitted in the Great Hall.

15. **NO SMOKING IN ASUUC BUILDINGS.** Smoking is allowed outside only at the receptacle provided at the beginning of the ramp by the back door of the main church, by the front door of the main church and in front of the Annex.

16. **ALCOHOL:** If alcohol is served, an additional $75.00 damage deposit is required. Drinks may not be sold on the premises of ASUUC or in the Annex.

17. **NO FIREARMS ARE ALLOWED ON THE PREMISES.**

18. All decorations, including tape, must be removed at the end of the function. NO NAILS, staples, thumbtacks or confetti.

19. **Children must be in the same room as the parent at all times** and not allowed to roam the church unsupervised. Use of the playground is at your own risk.

20. If you rent the nursery, you must provide your own nursery workers.

21. Kitchen equipment, garbage bags and soap may be used free of charge. Anything used must be cleaned and put away. You provide your own kitchen supplies (dishes, flatware, etc.) We do not have a garbage disposal.

22. Keys or the combination to the keypad must be arranged in advance by calling the Church Administrator during office hours (9:30 a.m. - 3:30 p.m., Tuesday through Friday). Do not attach identifying labels to any ASUUC keys. The keys are to be returned to the Church Administrator. The key must remain with the person it is issued to or that person must notify the Church Administrator to let her know who has the key.

23. The facilities must be left in the same condition as prior to use, be sure to turn out all the lights, adjust thermostats to original setting, check bathrooms and check/lock all doors, and windows that are used.

24. The **PARKING LOT IS NOT OWNED BY THE CHURCH** and is available to the church nights and weekends only. During week day business hours, renters are to park on the street. It is the responsibility of the renting party to inform everyone in their group.

25. With the exception of seeing-eye companion dogs, animals are not allowed on or about the church premises.

26. **SOUND SYSTEM:** A copy of the ASUUC Sound System - A Guide for the Occasional User will be given to the renter.

27. While our policy is to honor all commitments to rent space, as agreed, the Church Administrator must reserve the right to cancel your reservation in the unlikely event that a power failure or other unforeseen occurrence causes damage to the facilities. All appropriate fees would then be returned.

28. The renter of ASUUC or the Annex agrees to protect, indemnify and hold harmless said church and its agents and employees from any and all claims, loss, cost damage, or expense, including reasonable attorney's fees, arising from any accident or other occurrence on or about such premises which cause injury or damage to any person or any property , and will pay reasonable cost for any property damage incurred during the use by the renter's organization.

29. Facilities rental policy will be reviewed annually by the Board of Directors

2/7/05