



# Building Usage Request Form

Unitarian Universalist Church of Jacksonville

Form **MUST** be filled out and then approved by minister and portfolio manager prior to submittal to church administrator.

Initial payment and signed agreement **MUST** be returned before space is considered **RESERVED**.

## Event & Contact Information

Person/Group Requesting use of Facilities	Responsible Individual (if group)
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Is this a life stage event? <input type="checkbox"/> wedding <input type="checkbox"/> memorial service <input type="checkbox"/> christening <input type="checkbox"/> other Are you a member of UUCJ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Briefly describe purpose of this group:	Briefly describe purpose of this event:
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If this is a recurring event, please describe meeting frequency & overall duration (i.e. "1 <sup>st</sup> Weds of each month through Nov.")	If group is insured, is UUCJ listed as additional insured? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
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Person/Group's Address: _____ e-mail: _____	Responsible Individual's Address: _____ (if group) _____ e-mail: _____
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Person/Group's Telephone #:	Individual's Telephone # (if group)
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Day/Date Requested (1 <sup>st</sup> choice) _____ Alternate Day/Date Requested (2 <sup>nd</sup> choice) _____	Day/Date (eg Mon: 12/4/2016) _____ _____	Time Requested Prep time: _____ Start Time: _____ End Time: _____	Duration of Event (total# of hours)
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Room Requested <input type="checkbox"/> chapel <input type="checkbox"/> social hall/kitchen <input type="checkbox"/> classroom <input type="checkbox"/> specific classroom requested: _____ <input type="checkbox"/> Other _____	Type of Event : <input type="checkbox"/> Open <input type="checkbox"/> Closed If Open, is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No Event open to UUCJ Community? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of People Expected _____ Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No * See Food Policy Will Alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No * See Alcohol Policy
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<b>NOTE: All advertising must be approved by the Administrator prior to use.</b> This includes radio, TV, internet, fliers posted in public places or other means of announcement to the general public.	Person responsible for cleanup: _____
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**ALL FEES AND REFUNDABLE CHARGES ARE DUE AT LEAST 4 WEEKS PRIOR TO EVENT.**  
**SEE REVERSE FOR REFUNDABLE DAMAGE/CLEAN UP CHARGE**  
*Space will not be reserved until all deposits are received.*

## OFFICE USE ONLY

Received by		Date	
Approved as requested		Approved with changes	
Room Assigned		Agreement Signed?	
Fee Due		Initial Fee Paid?	
Balance Due		Balance Paid	

**If this application is under section 2 "Ministry Furthering Facility Usage" What UUCJ Committee is sponsoring the event?**

Approved by Minister	Initials here: _____	Approved by Portfolio Manager	Initials here: _____
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\*\*\*Please review and sign next pages\*\*\* Revised 08/10/2017

**IMPORTANT AGREEMENTS:**

**This rental agreement is not valid until all items are initialed, filled out, signed and dated.**

**The agreements in this addendum are:**

- No Smoking**
- Refundable Damage/Clean Up Deposit**
- Advertising Permission**
- Alcohol Use**

*NO SMOKING is permitted in any of the buildings.*

*The Renter is responsible for assuring that no firearms or other weapons, fireworks, illegal drugs or other contraband are permitted on Church premises.*

*No alcoholic beverages may be sold on Church grounds. (No "collection" container of any kind may be used when alcohol is served – no hats, bowls, cups etc.) Alcohol (beer/wine only) may be served at rental events with written prior approval. The Renter(s) is responsibility for ensuring appropriate use of alcohol at the event. (\*see attached Alcohol Policy Agreement)*

*Please notify the Church Office should your needs change—we will do our best to accommodate you. The Church appreciates this opportunity to serve you. We hope you will find the facilities meet your needs. Should you have any concerns or problems, please communicate them to the Church Office.*

*Please remember that **the rental is for the amount of time specified.** At the end of your rented time, all material and attendees must be out of the building and the space must be left as it was prior to your use.*

*You are responsible for all set-up and clean-up before and after your event. All events must be completed by midnight. \_\_\_\_\_ (initial)*

*If you use the kitchen you must clean up and leave the kitchen as you found it including disposing of your garbage in the dumpster at the back of the lower parking lot. \_\_\_\_\_ (initial)*

*Upon completion of rental time period, please contact the Rental Inspector for final instructions.*

*The offer of space as a gesture of Community Outreach is made to community-based organizations for a limited time for those activities that reflect Unitarian Universalist principles and pose no excessive liability risk on the part of UUCJ. **Proof of Liability Insurance may be required.** \_\_\_\_\_ (initial)*

*By accepting and signing this reservation for and using the space you agree to release, hold harmless and defend the **Unitarian Universalist Church of Jacksonville from all liability** including damages to persons or property arising out of your use of the premises. \_\_\_\_\_ (initial)*

**A REFUNDABLE DAMAGE/CLEAN UP DEPOSIT IS REQUIRED in the amount of \$ \_\_\_\_\_**

And was received by UUCJ on \_\_\_\_\_ (Date )

*This refundable deposit will be returned upon inspection of the premises following your event if the areas you used are left clean, furnishings are left as you found them, nothing suffers damage by you or your guests, and you vacate the premises at the time specified on this form. The refundable deposit will be returned to you by mail within 2 weeks. Prior to vacating the premises, please contact Virginia Deroy: you will be given the contact information at the time of receiving the keys. In the meantime if you have any questions or concerns, please contact Virginia at the church office 904-725-8133 or email [admin@uucj.org](mailto:admin@uucj.org)*

**ADVERTISING PERMISSION REQUIREMENT**

*The person or group renting space at UUCJ understands and agrees that any advertising or public notices of the event of any type whatsoever must be approved by the UUCJ. This includes advertising, public service announcements or notices in newspapers, on radio, on television, by fliers posted in public venues such as coffee shops, restaurants, "bandit signs", on internet sites of any type which can be accessed by the public. **The renting party agrees that prior to distribution of any advertising or public notice that the form, location, and content of such advertising will be provided to UUCJ for approval.** Use of the UUCJ logo is not permitted without written authorization from the Board of UUCJ.*

**I have read and understand this information and agree to its provisions.**

**Initials: \_\_\_\_\_**

**ALCOHOL POLICY AGREEMENT**

If alcoholic beverages are to be served, the responsible party agrees that no alcoholic beverages will be sold on the premises at any time, either directly or indirectly through voluntary contributions or otherwise. There shall not be present a dish or any other container available for the deposit of coins or bills. It is understood that the Unitarian Universalist Church of Jacksonville, Inc. does not have a Florida State Liquor License, which must be held by any establishment which may legally provide liquor for the receipt of money.

If alcoholic beverages are served, it will be at the Renter’s own risk & responsibility. Bear in mind that your home owner’s policy often does not cover damage on rented facilities. The person(s) undersigned here are responsible for all liability in connection with serving alcohol and agree to use proper discretion in the dispensing of alcoholic beverages. No alcoholic beverages shall be served to anyone under the legal age, nor shall anyone not of legal age be allowed to use alcoholic beverages on the premises. No alcoholic beverages are to be left or stored over-night on church premises. The responsible party shall comply with all Florida laws and Jacksonville/Duval County ordinances. The Applicant is responsible for obtaining any required temporary liquor license and complying with Duval County liquor ordinances.

The responsible party agrees to indemnify and save harmless the Unitarian Universalist Church of Jacksonville, Inc. and any member of the Board of Trustees or Facilities Use Panel associated with the church, for any damages or attorney fees which may be sustained as a result of serving alcoholic beverages at any function for which the church is used.

**I have read and understand this information and agree to its provisions.**

**Initials:** \_\_\_\_\_

**I understand that by signing this agreement I am agreeing to adhere to, implement, and requiring all of the participants at my event to adhere to all of the above policies on No Smoking; Refundable Damage/Clean Up Deposit; Advertising Permission; and Alcohol Use**

**Responsible Party as Represented By** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone number** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signed this day** \_\_\_\_\_