



Olympia Unitarian Universalist Congregation
2315 Division St NW Olympia WA 98502
360-786-6383 liberalfaith@ouuc.org www.ouuc.org

BUILDING AND GROUNDS USE AGREEMENT

Please Complete Entire Form

Date _____

Name of Organization _____

Organization's Purpose _____

(If Applicable)

Non-Profit Status _____ Federal ID No. _____

Insurance Carrier _____

Responsible Person _____

Address _____

Phone _____ E-mail _____

Event Name and Description _____

Date(s) Requested* _____

Start Time _____ End Time _____

*Dates can only be scheduled more than nine months out by special permission.

Event recurrence:

One time only

Weekly

Monthly

Multiple days

(please specify) _____

Which day(s) of the week:

- Monday Thursday Sunday
 Tuesday Friday
 Wednesday Saturday

Room(s) Requested:

- Sanctuary Classroom 3 Classroom 6
 Commons Classroom 4
 Kitchen Classroom 5
 Nursery (available only by special arrangement)

Anticipated Number of Participants: _____

Will participants be charged a fee?

- Yes No

Will food/drink or alcohol be consumed?

- Yes No

Special Needs or Requests (piano, sound system, other):

Set Up Instructions:

<p>FOR OFFICE USE ONLY</p> <p>ROOM USE CATEGORY: _____</p> <p>Request Approved: ____ Denied ____</p> <p>Agreed Upon Fees _____</p> <p>By _____ Date _____</p> <p>Church Sponsor (if applicable) _____</p>
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Release and Indemnity

This **Release and Indemnity Agreement** is between the above-named organization (“Organization”) and the church. The church is the owner of the real property and improvements located at 2315 Division St NW, Olympia WA (“Property”). The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

Now THEREFORE in consideration of the church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

- 1. Liability Insurance: The renter must provide a Certificate of Liability Insurance in which OUUC is listed as an “additional insured” party. Individual renters must provide an Event Rider on their homeowner’s/renter’s policy or proof of special event liability insurance obtained online. _____ (initial)**
2. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, for any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend, and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
3. Organization understands that the church provides no supervision or control over Property when it is being used solely by the Organization.
4. If the Organization’s use of the Property will involve participants who are minors, the Organization agrees to exercise a high degree of care in supervising all activities involving minors and agrees to follow the Safe Congregations policy.
5. Organization is solely responsible for any infringement of copyright law.
6. Organization acknowledges that the Property is provided on as “as is” basis.

ACCEPTANCE OF RESPONSIBILITY

As a representative of Organization, I agree that the use of the Property shall be lawful and in accordance with all state, local and federal laws, regulations, ordinances and OUUC guideline for building use. Organization will not make any unlawful or improper use of Property, permit any objectionable noise, permit any controlled substance, or remove any items.

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for damage beyond normal wear and tear that may occur as a result of this activity. I further agree that the church property will be used in accordance with the Rules and Regulations of OUUC, and I hereby consent to the Release and Indemnity Agreement.

Signature _____ Date _____

Print Name _____