

# OUUC Rental Agreement

Thank you for your request to use the facilities of the Olympia Unitarian Universalist Congregation (OUUC).

The primary purpose of the church building and grounds is to carry on the mission and ministry of the congregation. The Olympia Unitarian Universalist Congregation has an active ministry to children, youth, and adults, and engages in significant outreach to the surrounding community.

The Olympia Unitarian Universalist Congregation provides ongoing use of the church to a limited number of community organizations. Other organizations and individuals may use our facilities on a one-time-only or short-term basis. The Congregation's top priority is its own program and membership needs. If additional space is available, then priority is given first to nonprofit groups that are supported by the Congregation and second to other nonprofits. Our status with the IRS and the Washington Dept of Revenue prohibits us from allowing organizations not connected to the church to use our facilities more than a limited number of days per year.

Receipt of the Building and Grounds Use Agreement does not guarantee the use of the facility. To ensure the use of the facilities, the requestor must agree to guidelines, return all required paperwork, provide detailed information about the event, and pay the necessary fees.

## **Required Paperwork and Information**

Before an event can be placed on the calendar, we must receive the following no later than two weeks before the event:

- Fees, pursuant to the Fee Schedule.
- A signed Building and Grounds Use Agreement and Release and Indemnity Agreement Form (in this packet).
- A Certificate of Liability Insurance.
- An onsite logistics meeting (for first-time renters).

## **Rental, Impact, and Specific Fees**

There is no rental fee for the following:

- OUUC member wedding and memorial services;
- Educational and other activities sponsored by OUUC; and
- Activities or use by groups that are considered an extension of our ministry as evidenced either by our financial support or sponsorship by a church ministry.

Any group or individual who is not sponsored by the church, including members hosting events for non-congregational groups, will be charged room use rental fees and possibly impact fees. Rental fees for nonprofits may be waived if a church ministry is willing to provide sponsorship. Groups whose rental fees have been waived may still be required to pay any necessary impact fees. For fee waiver consideration, please contact the Office and Facilities Manager.

Any rental up to 4 hours is a half day; any rental from 4 to 8 hours is a full day. Please contact the Office and Facilities Manager regarding fees for extended use or overnight stays.

**Rental Fee Schedule**

Please see the rental fee schedule below. Be sure to review the section on impact fees following the table of rental fees to see if they apply to you as well.

ROOM	For-Profit Rental Rate (Full Day)	For-Profit Rental Rate (Half Day)		Non-Profit Rental Rate (Full Day)	Non-Profit Rental Rate (Half Day)	OUUC Group or Sponsored by OUUC
Sanctuary	\$500	\$250		\$250	\$125	Impact fee only or no charge
Commons	\$300	\$150		\$150	\$75	Impact fee only or no charge
Kitchen (add-on)	+\$100	+\$50		+\$100	+ \$25	Impact fee only or no charge
Classroom	\$150	\$75		\$75	\$50	Impact fee only or no charge
Double Classroom	\$300	\$150		\$150	\$75	Impact fee only or no charge

**Impact Fees**

Rental fees are based on the premise that staff is on-site for the duration of the rental period and that the rental space is rented as is. If that is not the case, an impact fee of \$25/hr. per employee may be charged to cover additional church personnel costs due to the rental, for set-up and tear-down, tech services, or the need to have an employee on the premises. Impact fees are charged at the discretion of the Office and Facilities Manager, considering factors such as staff support, setup requirements, number of participants, use of any special equipment, food and drink, etc.

**Piano Use**

There is an additional fee of \$50 to use the piano with the approval of the Music Director. The piano cannot be moved except with permission from the Music Director.

**Sanctuary Sound System**

The sanctuary sound/video system is available by request. The system may be operated by church technicians at a cost of \$50 per hour or by technicians pre-approved by a church tech team member. Since the church is in a residential neighborhood, music must be kept to a moderate level.

**Minister and Musician Fees**

Ministerial and musician services are not included in the rental and impact fee pricing. If you wish to have the resident minister or music director serve at an event or service, you will need to direct your request to them individually. The Office and Facilities Manager has a UMMA scale of fees that can be furnished upon request.

**OUUC Guidelines**

Building Users Agree to the Following:

### **Breakage**

Anyone using our facilities is expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. Building users shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment that, in the judgment of the Church Administrator, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

### **Room Set Ups**

A standard room set up has been designated for all rooms. Any set up changes requested by the user group are subject to approval by the Office and Facilities Manager and are considered in the calculation of Impact Fees. All equipment and furniture must be returned to their original locations.

### **Smoking**

All members of all groups using our facilities shall always abide by a “no smoking” rule in all parts of the building, including corridors and restrooms.

### **Alcohol**

Alcoholic beverages may be consumed in moderation but may not be sold on the premises. Alternatives to alcoholic beverages must be displayed and available. Those wishing to serve alcohol are required to obtain any necessary liquor or banquet permits and pay a \$500 refundable deposit. Alcohol service must end one full hour before the scheduled end of the event. It is the event representative’s responsibility to ensure that no one under the age of 21 receives alcohol and that no guest becomes intoxicated. A Banquet Permit is required and can be obtained here: <https://lcb.wa.gov/licensing/order-banquet-permits-online>

### **Supervision of Children and Youth**

This church has adopted a Safer Congregations policy for children and youth. All users of the facility must follow the guidelines of this policy, including the following:

- No fewer than two unrelated adults must be always present during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults who is present must be currently certified in First Aid and CPR.
- The adults involved with the children must have received annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Director of Community and Faith Development. A copy of the Safer Congregations policy is available in the church office and on the church website.

### **Food and Drink**

No food or drink except water bottles is allowed in the Sanctuary.

### **Decorations**

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorations are permitted in hallways. All decorations must be removed immediately and completely following the event.

### **Start and End Times**

Monday through Friday from 9:00 am through 9:00 pm

Weekends from 9:00 am through 7:00 pm

The building must be completely cleared no later than 9:30 pm on weekdays (or 7:30 pm on weekends) to allow time to close the building promptly. Exceptions to these times must be approved in advance and will be subject to a surcharge.

### **Emergency Scheduling Conflicts**

The church reserves the right to pre-empt any facility use by others for its own use when special needs arise, such as memorial services. Notice will be provided as early as possible.

### **Recycling**

Recycling is the policy of the church. Use of recyclable materials is strongly encouraged. Every organization is responsible for complying with this policy. Receptacles for recycling glass, tin, aluminum, and paper are available for your use.

### **Parking**

Parking on the church campus is available only during the period that a group has contracted to use the facility. Onsite parking is available on a first-come, first-served basis and excludes certain spots specifically reserved for staff of the church. Parking is also available on the street, where users must obey all legal signs. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### **Security**

OUUC works to maintain a safe and secure environment within its facility, but no systems are foolproof. We ask all users pay close attention to personal property and valuables, and not to leave them unattended. The church is not responsible for theft or damage to personal property.

### **Emergencies**

In case of a fire emergency, evacuate the building. If the alarm is not activated, activate it if possible. Call 911 from a phone to report the emergency. The church address is 2306 East End St NW.

## **Required Information**

Name of Organization \_\_\_\_\_

Organization's Purpose \_\_\_\_\_

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  Monthly  Weekly  Multiple days (please specify)

Which day(s) of the week:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Room(s) Requested:

Sanctuary  Commons  Kitchen  Classroom 3  Classroom 4  Classroom 5  Classroom 6  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 Preferences:

Olympia Unitarian Universalist Congregation  
2306 East End St NW  
Olympia, WA 98502  
360-634-2005 (x103)  
ouuc.org

**Release and Indemnity**

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and OUUC. OUUC is the owner of the real property and improvements located at 2306 East End St NW, Olympia, WA (“Property”).

The Organization desires to use the property described above for meetings and/or other activities.

In consideration of the church permitting Organization to use the Property 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, officers, members, volunteers, and employees, for 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, 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, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

(initial)\_\_\_\_\_

3. Organization understands that the church provides no supervision or control over Property when it is being used solely by the Organization.

(initial)\_\_\_\_\_

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.

(initial)\_\_\_\_\_

5. Organization acknowledges that the Property is provided on as “as is” basis.

\_\_\_\_ I have paid the Building Use Fees.

\_\_\_\_ I have read the Building Use Guidelines.

\_\_\_\_ I have provided a Certificate of Liability Insurance.

\_\_\_\_ I agree to the following 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 guidelines 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 because 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 \_\_\_\_\_

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

Date \_\_\_\_\_