



Unity Spiritual Center of Traverse City
3600 Five Mile Road, Traverse City, MI 49686
231-938-9587 / unitytraversecity.org

STANDARD BUILDING USE AGREEMENT

To confirm and hold date, security deposit must be included with this signed agreement.

COMPLETE ALL PAGES OF FORM

Today's Date _____ Date(s) of Event _____

Name of Responsible Party/Group _____

Contact Person _____

Address _____

Phone _____ Email _____

Type of Event _____

Rehearsal or set up dates(s) _____

Access Time: From _____ to _____ Estimated Attendance _____

Event time: From _____ to _____ Total Hours _____

Person responsible for clean-up (if applicable) _____

Phone _____

Area of Building	USCTC Member or non-profit	All Others
Classroom	\$25 per hour	\$50 per hour
Sanctuary or Amphitheater	\$125 per hour Minimum two hours	\$175 per hour Minimum two hours
Fellowship hall and Kitchen	\$50 per hour	\$75 per hour
Entire building and Amphitheater	\$200 per hour Minimum two hours	\$300 per hour Minimum two hours

Sanctuary seats 120 people, Amphitheater seats 70 people,
Fellowship hall seats 60 people for a sit-down meal.

Chairs, stage, and piano are available in the sanctuary. Chairs may be moved with permission but must be returned to their original position following the event. Use of music and AV/tech support must be arranged and operated by congregation approved or provided personnel. Rates are dependent on technical requirements. Refer to terms document.

Area(s) Rented: Classroom/Sanctuary/Amphitheater/Fellowship Hall & Kitchen/All
Rate: _____ Member/Non-Profit _____ Other
Total Amount Due: _____

Fellowship Hall

of tables needed _____ (8 available, seat 8 each) # of chairs needed _____

Kitchen

_____ Beverage/Snacks _____ Meal Served _____ Food Prepared on Site
_____ Food Brought In _____ Food Catered Caterer Name _____

(Residential kitchen appliances with limited refrigerator space are available. Tablecloths, plate settings and silverware are also available.)

Building Use Agreement is Effective Upon Receipt of the Following

- _____ \$250 Security Deposit
- _____ \$150 Cleaning Fee except for classroom rental
- _____ Proof of Liability Insurance for date(s) of event
- _____ Signed copy of Hold Harmless Agreement (below) signed by both parties

_____ TOTAL Building Use Fee (not including security deposit) is due **14 days before event date**

WRITTEN AGREEMENT

This Building Use Agreement incorporates Building Use Terms and Rules of Conduct as stated in a separate document signed by the parties at the time this agreement is signed. Together these documents are the entire agreement. Any changes to this agreement must be in writing and signed by all parties.

HOLD HARMLESS AGREEMENT

The undersigned (representing Responsible Party) agrees to the terms of this Standard Building Use Agreement. Responsible Party assumes all liability for accident, personal injury, property damage or theft of property which may result from Responsible Party's presence at Unity Spiritual Center of Traverse City, 3600 Five Mile Road, Traverse City, Michigan, on event date.

Responsible Party does hereby agree to be responsible for the conduct of the hosts and guests at the said event.

Unity Spiritual Center of Traverse City agrees to provide facilities as outlined above for a scheduled event on: _____

Responsible Party _____ Date: _____

USCTC _____ Date: _____

Office Use Only

Walk-through date: _____

Security Deposit: Paid \$ _____ Check # _____

Date Received _____

If eligible, Security Deposit will be returned to Responsible Party, shredded or as instructed by Responsible Party.

Security Deposit Refund: \$ _____ Date Returned/Refunded _____

Check Shredded: Yes/No

Optional Arrangements: _____



TERMS OF BUILDING USE

Advertising: You may indicate that the event will be held in our building; however, any advertising must include a disclaimer that USCTC is not sponsoring the event. Example:

“Your Event Name”

At Unity Spiritual Center of Traverse City
3600 Five Mile Road, Traverse City, Michigan

This event is not affiliated with Unity Spiritual City of Traverse City

Security Deposit: A security deposit must be paid to hold reserved space for all events except rites of passage in which the requirement of a security deposit is expressly waived in the Building Use Agreement. Security deposit will be returned within 14 days after the event subject to the following conditions:

- No violation of the established Building Use Rules of Conduct
- No damage to building premises in excess of normal wear and tear
- No significant disturbance of other events in the building
- Furniture is returned to its original configuration

Except for rental of classrooms only, there will be a security deposit of \$250, which is to be refunded, less any costs incurred by USCTC in the event the User/Renter/Leaser does not restore the facility to the original condition the facility was in before the usage. Any damage charges above the deposit amount must also be paid. A cleaning fee of \$150 will be collected, except for classroom rental in which case the User/Renter/Leaser is expected to leave the classroom in a clean and orderly fashion.

Appointment to Review Premises, Building Operation, Clean-up Procedure: An appointment to meet with the office administrator to do a building walk-through, review the building operation and clean-up procedures (if applicable) is required prior to signing the Building Use Agreement.

Building Use Fee: Building use fee and applicable cleaning fee must be received 14 days prior to the event date. Upon receipt of the building use fee, applicable cleaning fee, and signed agreement, an agreement between the Congregation and Responsible Party exists.

Audio/Visual System: Use of music and A/V system must be arranged and be operated by congregation approved or provided personnel. Fees may be involved.

Responsible Party Liability Coverage: Responsible Party assumes all liability for accidents, personal injury, property damage and theft of Congregation's or Responsible Party's property resulting from the Responsible Party's presence at Unity Spiritual Center of Traverse City, as is further set forth on the Agreement document. Proof of liability insurance coverage acceptable to USCTC for the event is required for all events.

Agreement Cancellation: The Building Use Agreement may be cancelled by the Responsible Part up to 14 days prior to the scheduled event without penalty. To cancel, contact the office administrator at 231-938-9587. Cancellation by Responsible Party within 14 days of the event will result in forfeiture of the security deposit.

BUILDING USE RULES OF CONDUCT

- No smoking anywhere on the premises
- Children must be supervised at all times
- No food or drinks are permitted in the sanctuary. To discourage people from taking food or drinks into the sanctuary, please serve refreshments after the event.
- Alcohol (beer, wine, liquor) may be served on the premises to legal age adults, but may not be sold in a "cash bar".
- No illegal drugs are permitted on Congregation property. No illegal activity of any kind may be performed on the Congregation property.
- No rice, confetti, bird seed or grass seed is to be thrown in the building. If rice, birdseed or grass seed are used outside the building, walks must be swept clear.
- No confetti, bags, containers or papers are to be thrown on the ground.
- No excessive noise or activity which would disrupt or disturb neighbors or other Congregation activities or result in property damage or personal injury is allowed.

Prior to event date, the office administrator will review a “walk-through checklist” that includes the following in more detail:

- Classroom space, if used, must be cleaned and returned to the original condition after use
- Chairs, tables, etc. must be restored to original configuration—including sanctuary
- Trash on grounds must be picked up and placed in trash container
- Upon leaving the building, turn off fans and all lights
- Thermostat settings returned to original
- Be sure the building is securely locked

Comments (Special Requests, Modifications, Questions):

Signatures:

(Leasing Party) _____

(USCTC) _____

Date: _____