

**UNITARIAN UNIVERSALIST FELLOWSHIP
OF THE EMERALD COAST**

APPLICATION FOR USE OF BUILDING

Please fill out all parts of the Application below.

NAME OF APPLICANT: _____
ORGANIZATION: _____
ADDRESS: _____
PHONE: _____ (C); _____ W; _____ H
Preferred: _____
EMAIL: _____
UUFEC SPONSOR/CONTACT: _____
or
APPLICANT IS A UUFEC MEMBER; _____ Y; _____ N

Purpose of Use (please give details): _____
Date of Event: _____
Time of Event: Start: _____ Ending: _____
Pre-Event needs, if any: _____

Facility Space/rooms requested:
_____ Sanctuary _____ Kitchen _____ Harmony _____ Library
_____ Nursery Room 1 . _____ Nursery Room 2 (second) _____ Stage Room
_____ Outside area

Parking Lot and Bathrooms are included in any use of the building.

If using the kitchen, state whether there will be cooking on premises or if the event will be catered.

Cooking _____ Catered _____
Name of Catering Com-
pany: _____

APPLICATION RECEIVED: DATE: _____ BY: _____

UNITARIAN UNIVERSALIST FELLOWSHIP

OF THE EMERALD COAST CONTRACT FOR BUILDING USE

The following is a contract for the use of the **UNITARIAN UNIVERSALIST FELLOWSHIP OF THE EMERALD COAST (Owner)** located at 1295 Bayshore Drive, Valparaiso Florida. When signed by all parties, GUEST will have use of the premises, all or in part, as specified in this contract.

REQUIREMENTS OF GUEST:

1. Guest must return the facility with all maintenance and cleaning completed, included but not limited to: entire property to be used must be cleaned and vacuumed, all furniture returned to the original position, kitchen cleaned with no food or garbage left, bathrooms free of trash, nursery items sanitized and returned to the proper location, playground area and equipment cleaned, outside areas, including parking areas free of litter.

For an additional charge of _____ Guest may pay to Owner for a professional cleaning service to complete this requirement.

2. No AV equipment, including TVs, microphones, wiring, etc. may be used unless agreed within this contract and operated by an approved Audio Visual person.

3. All doors must be closed and all lights must be off when existing the building at the end of the agreed time and day.

4. All dishes of the Owner must be cleaned and returned to their proper place.

5. An Owner Representative must be present at all times that the building is in use by the Guest.

6. No Smoking is allowed in any part of the building or the playground. Alcoholic beverages of beer and wine only may be used by Guest if approved by Owner and made part of the Application. *NO ALCOHOLIC BEVERAGES MAY BE SOLD ON PREMISES.*

7. No illegal activities of any kind are permitted on the premises or directed from the premises during any of the time that Guest has access.

8. Any additional equipment needed by the Guest may be brought into the facility but must be completely removed at the end of the contract. Owner will not be responsible for items, rented or otherwise, that are left by the Guest.

D. REQUIREMENTS OF OWNER:

1. Guest's purpose must agree with the principles of the Unitarian Universalist Association and of the Emerald Coast.

2. Owner agrees to allow free use of the facility, as listed in the Approved Application, without interference. Owner reserves the right to deny any one or any group use of the premises.

3. The Guest will be given their own Key Code for use only during the contracted days and time. The Guest understands that this code will be deleted immediately at the end of the contract period.

4. The Guest agrees to use of furniture and fixtures of the building, but not Equipment unless approved by Owner on the Application.

E. INSURANCE:

Guest must provide Owner with an Additionally Insured Certificate by the Guest's Insurance Company. The form must be specific to this event, time and day.

F. HOLD HARMLESS:

See Attached Addendum A, Mutual Indemnification and Hold Harmless Form.

G. AGREEMENT OF PARTIES:

AS TO GUEST:

ORGANIZATION: _____ DATE: _____

Print: _____

REPRESENTATIVE: _____

Print: _____

WITNESS: _____

AS TO OWNER:

_____. DATE: _____

Print: _____

WITNESS: _____

ADDENDUM A:

MUTUAL INDENMIFATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT effective date: _____ is between:

OWNER: _____ and

GUEST: _____

The undersigned **OWNER** hereby undertakes to indemnify and hold harmless **GUEST** from any and all actions, causes of action, suits, debts, duties, accounts, goods, contracts, claims and demands whatsoever resulting from any action or omission (including without limitation any failure to file any corporate or other returns or reports on behalf of **OWNER** arising out of any cause, matter or thing whatsoever existing from and after _____ (date) up to the date hereof, including without limitation, as a shareholder, officer and director of **OWNER**.

The undersigned **GUEST** hereby undertakes to indemnify and hold harmless **OWNER** from any and all actions, causes of action, suits, debts, duties, accounts, goods, contracts, claims and demands whatsoever resulting from any action or omission (including without limitation any failure to file any corporate or there returns or reports on behalf of **GUEST** arising out of any cause, matter or thing whatsoever existing from and after _____ (date) up to the date hereof, including without limitation, as a shareholder, officer and director of **GUEST**.

IN WITNESS WHEREOF, each party to this agreement has caused it to be executed at _____ on the date indicated above.

AS TO GUEST:

DATE:

AS TO OWNER:

DATE:

BUILDING FEES/DONATIONS, CATEGORIES

THE LISTED DONATION AMOUNTS ARE SUBJECT TO CHANGE

Event category	Donation Amount	Examples
A. UUFEC sponsored event or events organized by individual members:	<i>Free or at the discretion of the Guest</i>	Member Weddings, Memorial services

B. Non-profit groups and government agencies where no admission fees, vendor fees, membership fees and/or donations are requested or received	<i>Fees at the discretion of Owner; consider utilities, wear and tear; See amounts below</i>	PFLAG Support groups, Democratic Women's Club, Girl Scout Troop
C. Non-profit or not-for-profit groups whose events or meetings may involve admission fees, vendor fees, membership fees and/or costs for tickets	<i>A minimum donation of \$150; additional depending on rooms used</i>	OCCSW Event DWC Dinner
D. Businesses, private individuals, or groups which may involve admission fees, vendor fees, membership fees and/or donations	<i>Decided on the amount of space needs as noted below.</i>	Paying concert, Seminar
E. Rental of space for personal events involved non-members	<i>Decided on the amount of space needs as noted below.</i>	Wedding, funeral, business event

Cost/room requested:

Sanctuary: \$250 _____
 AV Equipment: \$100 _____
 Kitchen: Cooking \$250 _____
 Catered: \$200 _____
 Nursery Room (s): \$150 _____ -
 Harmony Room: \$150 _____
 Stage Room: \$150 _____
 Library: \$150 _____
 Outside front: \$200 _____
 Outside Back: \$200 _____
 Total Facility \$1800 _____