

Champlain Valley Unitarian Universalist Society

2 Duane Ct, Middlebury VT 05753 / 802-388-8080 / office@cvuus.org

Building Use Agreement

Date of Event _____ Time: _____ to _____

Name of Requester/Organization _____

Use/Purpose _____

Contact Person _____ Phone _____

Contact E-Mail _____ # of participants _____

Room Requested	Capacity	Standard fee	Non-profit
<input type="checkbox"/> Sanctuary*	260	<input type="checkbox"/> \$600/day <input type="checkbox"/> \$300/half day	<input type="checkbox"/> \$300/day <input type="checkbox"/> \$150/half day
<input type="checkbox"/> Fellowship Hall	~ 120	<input type="checkbox"/> \$150/day <input type="checkbox"/> \$75/half day	<input type="checkbox"/> \$75/day
<input type="checkbox"/> Fellowship Hall Kitchen **		<input type="checkbox"/> \$50/day	<input type="checkbox"/> \$25/day
<input type="checkbox"/> Fenn House	~ 50	<input type="checkbox"/> \$200/day <input type="checkbox"/> \$100/half day	<input type="checkbox"/> 100/day <input type="checkbox"/> \$50/half day
<input type="checkbox"/> Fenn Chapel	~ 25	<input type="checkbox"/> \$100/day <input type="checkbox"/> \$50/half day	<input type="checkbox"/> \$50/day <input type="checkbox"/> \$25/half day
<input type="checkbox"/> Small Space/ Fenn Kitchen	~ 5-12	<input type="checkbox"/> \$30/day	<input type="checkbox"/> \$15/day

* No food allowed in Sanctuary without permission. ** Fellowship Hall kitchen fee charged for full use of commercial induction stove and/or dishwasher for catered events.

OTHER NEEDS:

# Tables –	# Chairs –	Set up/rehearsal needs:
<input type="checkbox"/> Sanctuary Audio System	<input type="checkbox"/> Fellowship Hall Audio System	
<input type="checkbox"/> Projector	<input type="checkbox"/> Screen	<input type="checkbox"/> MUHS parking available
<input type="checkbox"/> White board	<input type="checkbox"/> Easels	
<input type="checkbox"/> Painters tape (for signs) *	<input type="checkbox"/> Table cloths	
<input type="checkbox"/> Coffee maker	<input type="checkbox"/> Non-perishable dishware (mugs, glasses, plates, flatware)	
<input type="checkbox"/> Grand piano in Sanctuary	<input type="checkbox"/> Piano Accompanist (\$125)	<input type="checkbox"/> Music stands
<input type="checkbox"/> Upright piano in Fellowship Hall	<input type="checkbox"/> Minister Officiator (rate varies)	<input type="checkbox"/> Drum set/percussion
<input type="checkbox"/> Piano Tuning (\$125)		

*Nothing should be affixed to walls, doors, ceilings or posts without permission. Use blue painters tape only. No push pins or scotch tape or masking tape.

WIFI ACCESS: 1BamaDiva! NO SMOKING, NO ALCOHOLIC BEVERAGES AND NO PEANUTS OR FOODS WITH PEANUT PRODUCTS USED ON PREMISES. NO FOOD OR DRINKS IN SANCTUARY.

I agree to pay the rental fee and to be responsible for additional costs of cleanup, repairs or property damage that are a result of this use of the building. I agree to follow CVUUS Building Use Rules and to hold CVUUS harmless for any accidents.

Signature _____

Date Signed: _____

Event Manager (\$50) _____ Rental Fee _____

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Building Use Rules

1. Your assigned Event Manager will provide access to the building on the day of the event. You will be given their contact information. You may contact this individual directly.
2. Twelve parking spaces are available on the CVUUS property. All other parking will be at the high school parking lots off of Charles Avenue, if available. Parking on the grass anywhere in the vicinity of the campus or neighborhood or along Duane Ct is prohibited.
3. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All full garbage bags and recycling must be put in the large totes in the parking lot driveway, next to yellow shed. Any damage must be reported immediately to CVUUS office. Cost of repair will be the responsibility of the person who signed the building use application. Applicants must remain only in the areas requested and approved for use.
4. Nothing should be attached to the walls of any building by any means without permission.
5. Food is not permitted in the main part of the Sanctuary. A wedding toast/light reception may be arranged if preapproved, but food must be confined to the foyer and the east side of the Sanctuary. It is incumbent upon the applicant to turn off all appliances used and to leave the kitchen as they found it. All food items must be supplied. No peanuts or foods with peanut products used. Under no circumstances are kitchen pantry items (food/tea/coffee/condiments) to be used for non-CVUUS events. No food should be left in the refrigerator or cabinets after the event. Advance permission is required to use the stove and dishwasher.
6. Alcoholic beverages and/or smoking are not permitted in any CVUUS building except approved in advance with the provision of a licensed server. No animals allowed on the premises without permission.
7. Use of the pianos, drums and the audio system must be arranged at the time of application. Only the Event Manager may operate the audio equipment. Arrangements for piano tuning will be made by CVUUS, if requested. Repairs for any damage to piano will be charged to the group or individual using it. Nothing may be placed on the piano except for sheet music. It is especially important NEVER to put anything on top of it, or to use the piano lid as a writing surface, or to unplug the grand piano.
10. No group, organization, or individual may engage in any game of chance with monetary stakes, or solicit or post signs espousing a political party or candidate/officeholder. Groups using the facility may not state or imply CVUUS endorsement or sponsorship of any event without prior permission of CVUUS.
11. Climate controls should not be touched or changed. The Facilities Committee will program the controls for the scheduled event, and the event manager may adjust controls upon request.
12. Parents/guardians are at all times responsible for their children. Arrangements may be made to use the Nursery for an additional fee. Toys must be put away as they were found.