

TODAY'S DATE \_\_\_\_\_

\_\_\_\_\_  
 HOST

**FACILITIES USE AGREEMENT**

\_\_\_\_\_  
 AV TECH

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

Not-for Profit Organization Name (If applicable) \_\_\_\_\_

PURPOSE OF EVENT \_\_\_\_\_

DAY & DATE OF EVENT \_\_\_\_\_

ROOM/S \_\_\_\_\_

TOTAL ACCESS HOURS \_\_\_\_\_ EVENT HOURS \_\_\_\_\_

<b>SECURITY/DAMAGE DEPOSIT (refundable; due at time of signing contract)</b>	<b>Amount Due</b>	<b>Amount Paid</b>	<b>Date Paid</b>	<b>Check #</b>
Total				

<b>RENTAL FEES (due 30 days prior to event)</b>	<b>Amount Due</b>	<b>Amount Paid</b>	<b>Date Paid</b>	<b>Check #</b>
Sanctuary				
Sanctuary Kitchen				
Threadgill Hall				
Threadgill Hall Kitchen				
Threadgill Classrooms				
AV Tech				
Grand piano				
Custodial service before or after event				
Garbage and recycling				
Extra tables or chairs				
<b>Total Amount</b>				

**PLEASE NOTE: Unless the custodian's services are being paid for, the renter is responsible for setting up, cleaning up, and returning chairs and tables to original position. All garbage, recycling, & compostables must be taken off-site with renter; if not, a \$50 fee is due and you still must take all to the 3 curbside cans.**

**SHORELINE UNITARIAN UNIVERSALIST CHURCH**  
**14724 First Avenue N.E. Shoreline, Washington 98155**  
**Phone: 206-363-7994 Administrator: Brandon Hunter**

The full deposit holds space on calendar up to 30 days before event. Renter forfeits 50% deposit if rental is cancelled within 30 days or less, or entire deposit if cancelled within 10 days.

In entering this contract, the applicant (user) accepts the responsibility for making restitution to the Church for any damage or required clean-up to the Church property. Rules, regulations and stipulations, as indicated on Building Use Information and Instructions sheets must be observed during the period of this contract, and for a reasonable time period before and after.

The Board of Trustees of the Church reserves the right to invoke special rules and regulations when in their opinion and judgment such action is necessary.

The user agrees to the following:

1. Deposit will be returned within 14 days after vacating of facility if no rules are violated or damage incurred. All or part of the deposit shall be forfeited if:
  - a) Expense is incurred for repair, clean-up, or damage caused by user, or staying over the agreed time.
  - b) Complaints are received from neighbors due to disturbance and/or noise.
2. The amount of the forfeiture shall be determined by the Administrator. Any exception to the Administrator's decision will be settled by the Board of Trustees.

**PARKING LOT:** Parking is not allowed past the sign that says "NO SUUC PARKING" at the east edge of our property. The lot that is on the other side of the sign belongs to another church. Please make this obvious to the people attending your activity. Perhaps you could have someone directing the parking or you could put up a small sign that states no parking for your event beyond that point.

\_\_\_\_\_ I understand the parking guidelines and will let event attendees know about it.

**CLEAN UP:**

\_\_\_\_\_ I accept custodial services for \_\_\_\_\_ hours, at \$35 per hour, plus a \$50 refuse disposal fee.

\_\_\_\_\_ I decline custodial service but will pay \$50 and take trash to curb, not take off-site

\_\_\_\_\_ I decline custodial services and I understand I am responsible for completing the following:

- Sanctuary: tables put away
- Sanctuary: chairs lined up correctly
- Hallway: vacuumed
- Social Hall: tables put away and chairs stacked correctly in storage room
- Kitchen: floors vacuumed or swept
- Kitchen: floor and counters clean
- Kitchen: stove and coffee pots off, dishwasher/sanitizer emptied
- Kitchen: all food and drinks removed
- Kitchen: garbage, compostables, and recycling removed/taken with renters, *or out to curb receptacles if \$50 fee paid.*
- Bathrooms: clean and garbage taken to curb
- All decorations removed and personal belongings taken with renters
- Any trash outside around the entrance picked up

RENTER \_\_\_\_\_ DATE \_\_\_\_\_

ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_