

Building Use Terms
University Congregational Church
_____, 2018

Reservation Process. University Congregational Church is pleased to make our building available to qualifying groups and individuals who abide by the terms established by the church for its use. Please complete a request for use of our facilities below and return it to the Church Office. **For funerals, please begin by first contacting the church office at 316-634-0430.**

How to Request a Reservation. To submit a request for reservation please complete the following information and submit it on-line or deliver it to the church office at 9209 E. 29th North, Wichita, KS 67214.

Name of group or person:

Contact person:

Name:

Address:

Phone:

Email:

Type of Use: Meeting ____ Reception ____ Wedding ____ Other ____

Room(s) Requested:

Date of Event:

Times that room is requested (start and end):

Estimated attendance:

Are the following services needed: Food or drink ____ Audio/Visual ____ Table set-up ____

A room is not reserved until all of the following occur: this request is completed and returned to the church office; the event and date have been approved by the church office; and a Security Deposit of \$150 has been paid.

Terms and Conditions of Use. Everyone using the church facilities agrees to be bound by the following terms and conditions of use.

1. Cost. Charges for use of facilities vary as shown on the Fee Schedule [**below**]. Additional charges apply for certain events. For food and drink services see the Women's Guild Services Policy and the policies for Weddings. A Security Deposit of \$150 must be received by UCC in order to confirm your reservation. Payment of the applicable Use Fee is due in full before your event. The Member Use Fee rate applies only if a UCC member requests use of the building and attends the function.
2. Security Deposit and Damage. The \$150 Security Deposit is not applied to the event fees. You are required to leave the premises in the condition in which you found them. You are responsible for all damage that occurs on the premises and for the conduct of all persons who attend your event whether or not the costs of such damage or conduct exceeds the Security Deposit. The Security Deposit will be held by the church until the facility is inspected and cleaned by the church after the event. If there are no damages to the facility and no additional clean-up required, then the Security Deposit will be returned within two weeks after the event. If there is damage, injury or additional cost for clean up, the church will deduct those costs from the Security Deposit and refund the balance, if any. The church may deposit and commingle the

Security Deposit with its own funds and is not required to segregate it into a separate trust account.

3. Audio and Visual. Basic audio/visual services are usually included in the use fee. Additional charges may apply for some audio/visual services. Please advise the church office at the time of your reservation of your audio or visual needs.
4. Food and Beverages/Fellowship Hall. Most functions which serve food or beverages will be held in Fellowship Hall and are subject to the UCC Women's Guild Service Policy. Please refer to the Guild Service Policy before completing your reservation at <http://ucchurch.org/ucc-womens-guild-service-policy/>
5. Alcohol. Wine is the only alcoholic beverage allowed at an event, and distribution must be made in accordance with Kansas law. Please discuss your plans for serving wine with the church office when placing your reservation.
6. Hold Harmless and Indemnification. Parties using the church facilities shall indemnify, defend (with legal counsel reasonably acceptable to UCC) and hold harmless UCC and its agents, officers, members, and employees from and against all claims, actions, damages, injuries, liabilities, settlements and expenses, including reasonable attorneys' fees, arising from or out of (a) their use or occupation of the church facilities, (b) any breach or default in the performance of its obligations under the use agreement, or (c) any act, omission, negligence, or violation of any law, regulation or ordinance.
7. Not Assignable. After a reservation has been accepted by the church it cannot be transferred or assigned to another person or group.
8. Handicap Access. The church facilities are handicapped accessible.
9. Dancing. Our floor covering is not adequate to withstand the impact of dancing. If dancing is desired, please discuss this with the church office to determine what accommodations will be used.

Acceptance of Terms. The undersigned agrees to be bound by the above Building Use Terms.

Signature: _____

Print Name: _____

Date: _____

Additional documents needed:

Fee Schedule

Wedding rates and policies

Women's Guild Service Policy