

**Holston Valley Unitarian Universalist Church**  
**MEMBER Event Usage Agreement**

Effective 04/26/2022

Today's Date \_\_\_/\_\_\_/\_\_\_

Responsible Person: \_\_\_\_\_

Participant 1: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Participant 2: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Event Date \_\_\_/\_\_\_/\_\_\_ Is this a ongoing meeting:  yes  no

If ongoing what is the meeting frequency? \_\_\_\_\_

Event Time including setup and cleanup: \_\_\_:\_\_\_ AM/PM to \_\_\_:\_\_\_ AM/PM

Number of participants: \_\_\_\_\_

**Rooms to be Used:**

**Main Floor Church**

- |  |  |                               |
|--|--|-------------------------------|
| <input type="checkbox"/> Sanctuary       | <input type="checkbox"/> Kitchen                   | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Fellowship Hall Extension |                               |

**Basement Church**

- |                                  |                                    |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Preschool |
|----------------------------------|------------------------------------|

**REZ 1st Floor**

- |   |  |
|---|--|
| <input type="checkbox"/> Susan B Anthony  | <input type="checkbox"/> Ralph Waldo Emerson |
| <input type="checkbox"/> Joseph Priestley | <input type="checkbox"/> Henry David Thoreau |

**REZ 2nd Floor**

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> James Reeb | <input type="checkbox"/> Meditation Hall |
|-------------------------------------|--|

**Other Applicable Fees:**

- Use the TV screens
- Key fee \$50 until key is returned. Key number \_\_\_\_\_ fee taken \_\_\_/\_\_\_/\_\_\_ returned \_\_\_/\_\_\_/\_\_\_
- Facilities Coordinator Fee (\$75 minimum and \$15/hour after 5 hours) \$ \_\_\_\_\_
- Clean up Fee (\$100 refundable) paid  \_\_\_/\_\_\_/\_\_\_ returned  \_\_\_/\_\_\_/\_\_\_

**Total Usage Fee:** Due one week prior to event date: \$ \_\_\_\_\_ due date \_\_\_/\_\_\_/\_\_\_

**Facility Deposit:** 50% due at booking: \$ \_\_\_\_\_ Paid \_\_\_/\_\_\_/\_\_\_

The undersigned, hereafter as the user, agree that the above named persons have read and will comply with the Event Usage Rules and Policies of the Holston Valley Unitarian Universalist Church (Church) and will pay fees set forth therein. In the event of unusual wear and tear or damage, the user will be charged for any expenses the Church incurs in correcting same. All facility users assume liability for and shall indemnify and hold harmless, the owners of the real estate and its respective officers, trustees, directors, agents, employees and members harmless against and for any and all liabilities, obligations, losses, penalties, claims suits, damages, expenses, disbursements (including legal fees and expenses), or cost of any kind or nature whatsoever in any way relating to or arising out of any activity of the users and their guests.

**The facility deposit will be forfeited if any terms of this agreement are breached!**

**Signed Participant 1:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Signed Participant 2:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Approved** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_ **Title** \_\_\_\_\_

## Holston Valley Unitarian Universalist Church Event Usage Rules and Policies

The facilities may be used to the extent and manner stated in this application and any conditions upon approval of the application will be part of the Usage Rules and Policies.

### Event Usage Rules

- The responsible person must be over 21 years of age or older and must be on the premises during the entire event. The responsible person is also responsible for all damages to the Church.
- All children must be supervised by 2 adults at all times.
- No smoking or e-cigarettes are allowed in the buildings.
- All rooms must be returned to original condition.
- Users must leave the Church premises in the condition they found them. Trash and recyclables must be put into proper containers.
- Nothing can be attached to the walls, panels or floors in any area of the Church except with removable tape. Please no removable tape on the doors.
- No food or beverage may be served in the Sanctuary. All food debris must be cleaned up.
- Alcoholic beverages must be under adult supervision at all times.
- No firearms, illegal drugs or weapons of any kind are allowed on Church premises.
- If a reservation is cancelled 30 days or more from event date the facilities deposit will be fully refunded.
- **No refunds will be made if the event is cancelled within 30 days.**
- **Your cleanup time is included in the event usage period. All clean up must be completed before leaving the premises after the event.**
- All fees are applicable for those who are non-members at the time of initial contact with staff.
- Event Insurance, also known as "Wedding Insurance" shall be required for any Private Event held on or in HVUUC property to include the following stipulations:
  - A Policy of \$1,000,000 per occurrence covering property and bodily injury
  - Host liability liquor policy if liquor will be served
  - The Policy will be presented to the Administrator or Minister no later than 30 days prior to the Event date.
  - Event Coordinator required for private events, they are the go to person for any needs.

By our signature(s) we acknowledge that we have read and agree to abide by the "Event Usage Rules and Policies" of the Holston Valley Unitarian Universalist Church

**Signed Participant 1:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Signed Participant 2:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Additional Notes:** \_\_\_\_\_

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**Holston Valley Unitarian Universalist Church**  
**136 Bob Job Rd physical address**  
**P.O. Box 8383**  
**Gray, Tn 37615**  
**Tel: (423) 477-7661**