

**Marquette Unitarian Universalist Congregation
Building Use Agreement**

I, _____ (print name) on behalf of the _____
(organization name) have read the Marquette Unitarian Universalist Building
Use Policy and agree to its conditions for use. The following checked items
have been specifically agreed to in addition to the basic Use Policy.

Profit ___ Non-profit ___ Member ___ Non-member ___

Description of event _____

Expected Attendance _____

Will a fee be charged for the event? _____ Amount? _____

Will food be served? _____ Alcohol? _____

If so, where will it be prepared? _____

*(Note: It is not allowed to cook food for sale or for outside groups in the
MUUC kitchen due to lack of Health Department clearance.)*

Particular rooms or equipment requested

Date(s) of Event _____

Time range building is needed _____

Initial items as appropriate:

___ Proof of home owners or renter's insurance submitted. Please contact
your renter/homeowner or organization's insurance agent. Please submit a
copy to the Building Use Coordinator prior to event. Name of
Insurer _____, copy attached.
Name on policy matches name of signer of Building Use Agreement.

___ Responsible adult _____ (name) will serve & monitor
alcohol use in accordance with Michigan law.

Or

___ No alcohol will be served at our event(s).

___ No food will be cooked on the premises at our event(s), other than hot
water or coffee.

___ Building will left in as clean and good condition as found, with furniture returned to prior placement.

___ Cleaning deposit of \$75, for one time users.

___ Key deposit of \$50 or other arrangement made (specify) _____

___ Room fee rate of \$50 for half-day or evening use. Equals \$ _____.

___ Snow plowing at rate of \$50 will be made within 60 days of the event, if required according to Building Policy or _____ \$50 check deposit made prior to use of facility (for one time users).

The person in charge and all participants assume responsibility and liability for any damage to the premises. The person in charge assumes and accepts responsibility for supervision of activities and conduct of all persons present during the use of the property. The undersigned has/have read the Building Use Policy and agree to its conditions.

Authorized signature _____ Date _____

Print name _____

Address _____ Phone _____

Email address _____

This completed form and checks made out to the Marquette Unitarian Universalist Congregation should be given to the Building Use Coordinator, Heidi Gould, mqtuadassist@gmail.com.

Additional Board of Trustee signatures (for special provisions)

Note of special provisions: _____

Name/Signature _____ Date _____

Name/Signature _____ Date _____