

**UNITARIAN UNIVERSALIST CHURCH**  
**3005 THOMES AVENUE**  
**P.O. BOX 2331, CHEYENNE, WYOMING 82003**  
**Phone: 307-638-4554 FAX: 307-638-9033**  
**Email: uucc@uucheyenne.org**

**BUILDING USE AGREEMENT**

NAME OF GROUP \_\_\_\_\_

Representative name \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Date facility will be used \_\_\_\_\_ Time of use \_\_\_\_\_

Room(s) to be used \_\_\_\_\_ Number of people \_\_\_\_\_

Security/Damage Deposit of \_\_\_\_\_, a Cleaning Deposit of \_\_\_\_\_ and a Key Deposit of \_\_\_\_\_ payable when executing this agreement, and refunded within seven (7) working days if: no damage has been done, the area is left clean and secure, and the key has been returned to the Office.

Usage fee \_\_\_\_\_. Payment of this usage fee is due in the church office by noon on the day prior to the event. If the event is scheduled for Friday, Saturday or Sunday, the usage fee is due in the church office by Thursday noon.

**POLICIES OF UNITARIAN UNIVERSALIST CHURCH:**

1. Smoking is not permitted in the building.
2. Any group using the building or premises must agree and covenant that their organization or group does not discriminate on principle, membership or participation against any race, creed, religion, gender, sexual orientation or ethnic group and does not advocate the use of violence.
3. Groups using space must abide by the General Conditions of Use (see back of this sheet) and the UUCB Building Use Rules and Policies.

**RESPONSIBILITIES OF GROUP USING FACILITIES:**

1. Arrange a time to meet with the administrator to receive a key. At that time instructions will be given as to room(s) to be used, location of light switches, where to find tables, chairs, and other equipment requested. A sheet giving Building Lock Up Procedures will be given to the user.
2. It is the responsibility of the group using the facilities to put up and take down tables and chairs.
3. When coffee maker or the kitchen is used, all equipment will be cleaned and replaced and the area will be left in a clean and orderly manner.

4. At the end of the meeting see that all lights have been turned off, including all restrooms and that all doors are locked and secure when leaving as outlined in the Lock-up Procedure Sheet. Key is to be returned to the Church Office by the following day.

**GENERAL CONDITIONS OF USE**

- A. All youth activities must have adequate adult supervision with a minimum of two adults present.
- B. Church equipment, furnishings, and supplies may be used only by prior arrangement, and none may be removed from the building.
- C. The premises must be vacated by the time indicated in the reservation.
- D. Alcoholic beverages will be limited to beer and wine, and use must conform to state and local laws. Church policy requires that whenever alcoholic beverages are served on church premises, non-alcoholic beverages must also be provided. Alcoholic beverages may not be sold on church premises.
- E. Illegal drugs may not be used in the building or on the premises.
- F. Sponsorship of any activity must be accurately declared at the time of reservation on the Building Use Form, and included in all publicity of the event. Use of the building does not constitute endorsement by the Church of the group's activity or agenda.

This agreement has been read and all terms understood.

\_\_\_\_\_  
Group Representative

\_\_\_\_\_  
Administrator

Date \_\_\_\_\_