

# UNITARIAN UNIVERSALIST SOCIETY OF GENEVA

## BUILDING USE POLICY & AGREEMENT

Approved by the Board of Directors on September 12, 2011

The Unitarian Universalist Society of Geneva is glad to make space available to community, educational, and not-for-profit groups when our own building use schedule permits. Groups wanting to use our church need to make their request well in advance of their meeting date. You must fill out the Building Use Reservation Form completely and provide proof of insurance, or your request cannot be considered. We do not require that you have a UUSG Church connection, but we do prefer that a member of our church be the primary contact for your group. Whether or not a group has such a connection to our Society is often a factor in our decision. Please also note that we reserve absolutely the right to grant or turn down any request for use of our building.

Our Sanctuary seats approximately 125. We have a public address system that may be used *ONLY* if a member of our church, familiar with the system, is available to run it. Our Common Room can be set up for groups of 10 to 50. Classrooms can accommodate smaller groups. The main floor of the building, including the sanctuary, is handicapped-accessible through the ramp at 110 South Second Street.

Because we have no custodial staff available to set up or clean up, you will be responsible to find and set up all chairs and tables, and to return them to whatever room they came from. You must provide your own audio-visual equipment (the Common Room has a projection screen built into the ceiling, or you may set up your own screen in the sanctuary, but do note that there are no shades to darken the windows), and your own extension cords, chart pads, markers, masking tape, easels, etc. Sanctuary furnishings may not be moved without the explicit consent and supervision of an authorized representative of the Society, and anything moved must be returned to its original location. Nothing may be attached to the Sanctuary walls. Masking tape may be used in the Common Room and classrooms.

Food may be served in the Common Room or the classrooms, but you must clean up completely afterwards. Please do not take food or drink into our Sanctuary. You are welcome to use our coffee pots and kitchen, provided you clean everything up before leaving, but you must supply your own coffee, creamer, etc.

Ours is a smoke-free facility—smoking is not permitted anywhere in the buildings or on the grounds.

If children are present at your meeting, they must be directly supervised at all times. Under no circumstances may any child of any age be left alone. Because other groups and church staff may also be working in the building, please stay in the area that has been reserved for you.

We have no parking lot and the parking apron in front of our office entrance is reserved at all times for church staff. There is a public lot across from us on James Street and street parking along both James and Second. The lot between us and the Needlepoint Shop is private and may not be used. In addition, the church property directly to the west of the buildings is not available for parking.

Your contact person must make arrangements with our staff to obtain a keycode through our church office during regular office hours, which are Mondays-Thursday, 9am-2pm. A keycode is the same as a key and as such, we ask that you not share it with anyone. Please note that church staff is not able to help with setting up, finding supplies (you must provide your own), or cleaning up after your group. Your organization's contact person is responsible for leaving the meeting room and the building in the proper condition, turning off lights, and locking the outer door(s).

**Failure to comply will result in loss of use privileges.**

**APPLICATION & CONTRACT FOR USE OF FACILITIES  
AT THE UNITARIAN UNIVERSALIST SOCIETY OF GENEVA**

**Please fill out this form and return it to:**

The Unitarian Universalist Society of Geneva  
PO Box 107  
Geneva IL 60134-0107

**Name of Organization:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact person** & responsible party: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

Sponsoring Organization or Group: \_\_\_\_\_

Requested Day & Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Space Needed: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

**Fees:**

In order to cover our staff's time and the cost of utilities, we charge a fee for the use of our rooms.

Common Room	\$50 per hour
Sanctuary	\$50 per hour
Meeting Rooms	\$25 per hour

Rooms are reserved in 1-hour increments only. A 50% non-refundable deposit is required at the time of the reservation; the balance is due 2 weeks before the event. Refunds will be made only if the event is canceled with 2 weeks' notice.

Your organization will be charged for any damage to the building, grounds, or church property.

We have read the Building Use Policy for the Unitarian Universalist Church in Geneva and we agree to them. In consideration for the use of UUSG's facilities, we agree to release, forever discharge, and hold harmless UUSG (including without limitation its ministers, officers, agents, employees, and members) from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever that we may incur during the use of UUSG's facilities. We further agree to hold harmless and indemnify UUSG (including without limitation its ministers, officers, agents, employees and members) for any liability sustained in connection with our use of UUSG's facilities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Approved by: \_\_\_\_\_

Room Assignment: \_\_\_\_\_

Notes: \_\_\_\_\_

Deposit Rec'd: \_\_\_\_\_

Balance Rec'd: \_\_\_\_\_