

St. John's Unitarian Universalist Church  
320 Resor Ave. Cincinnati, OH 45220 /513-961-1938 or [stjohnuu@fuse.net](mailto:stjohnuu@fuse.net)

**GENERAL INFORMATION AND BUILDING USE CONTRACT**

Form must be completed by all person(s) or groups desiring to use the church's facilities. The responsible person must see that the building usage guidelines are followed.

- \* Custodian fee is required. Custodian fee is mandatory for all renters who are not members of St. John's.
- \*\* All renters are responsible for taking down their decorations, bagging up their trash, turning off lights, closing all windows, and making sure the building is locked up. Extra custodial services may be contracted for an additional fee.
- \*\*\* Building must be vacated by 12:00am.
- \*\*\*\* Failure to do so will result in loss of entire deposit and further rentals will be denied to the renter. Deposit is required on all rentals, and must be paid at time of agreement to hold the date. Balance must be paid 1 week in advance of rental. **NO DEPOSIT WILL BE RETURNED UNTIL KEY IS TURNED IN.** Key will be given to the renter for their use and key form must be signed and dated.

You are invited to come in early (time must be set up with office) to set up for your event. Please clear time through the office to avoid a conflict. There is no staff on duty Saturday. **THE RENTER IS RESPONSIBLE FOR LETTING IN CATERER, FLOWERS, ETC.**

**\*For members (only) fee may be waved if member agrees to do own set up, tear down and clean up. This applies to meetings and small group activities ONLY. MEMBER MUST SIGN HERE IF WAVING CUSTODIAL FEE:**

Name \_\_\_\_\_ Date of  
Activity \_\_\_\_\_

- \*\* Custodial fee includes setup and taking down tables and chairs, cleaning restrooms, floors. (any extra requests are an additional fee.)
- \*\*\* The building must be vacated by 12:00am. No exceptions.
- \*\*\*\* Failure to follow procedures will result in loss of entire deposit

**RESTRICTIONS.....**

- A. **ALCOHOL AND DRUGS-** Beer and champagne **ONLY** can be served at receptions to person(s) of **LEGAL AGE**...and the building use request must state whether they will be served. **NO HARD LIQUOR OR ILLEGAL DRUGS** allowed on the premises. There will **NO SALE** of alcohol in the building.
- B. **NO SMOKING** policy applies to all users of the building. St. John's is a smoke-free building
- C. **FIREARMS-**No firearms or any other weapons, loaded or unloaded, will be allowed in the building or on the grounds of St. John's Unitarian Universalist Church at any time.
- D. **PARKING-**The parking lot for St. John's will accommodate approximately 30 autos. No parking in Handicapped Spaces unless a handicapped sticker is displayed.

**There is street parking permitted on Resor and other side streets. PARKING IN THE ANNUNCIATION LOT IS NOT PERMITTED.**

**AGREEMENT OF USAGE:**

In accordance with its policy of permitting the use of facilities as a place of assembly and a forum for the free express of ideas, \_\_\_\_\_ is hereby granted permission to use the facilities at St. John's Unitarian Universalist Church, 320 Resor Ave., Cinti., OH on \_\_\_\_\_ 20 \_\_\_\_\_. This permission is no way an endorsement of this event. Announcements and advertising, whether among the event's invitees or in the channels of public information, must indicate clearly the events sponsorship of the event, and the name of St. John's Unitarian Universalist Church may be used to identify the location of the event only. It is understood that the event will be open to all who wish to attend, will involve no acts in or around the premises which are in violation of the law, that all regulations concerning the use of church facilities will be followed, and that additional requirements will be adhered to.

\_\_\_\_\_ agrees to hold St. John's Unitarian Universalist Church, its Board of Trustees and its employees free and harmless for any loss, damage, liability or expense that may arise during, or be caused by, the use of church property during this rental.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_

For (circle one) wedding, union, meeting, reception  
Date \_\_\_\_\_

OFFICE USE ONLY:      DEPOSIT RECEIVED \_\_\_\_\_ DEPOSIT  
RETURNED \_\_\_\_\_  
   USAGE FEE PAID \_\_\_\_\_ DEPOSIT WITHELD \_\_\_\_\_  
   CUSTODIAN FEE PAID \_\_\_\_\_ PICKED UP KEY \_\_\_\_\_ KEY  
(RETURNED)

**Check is payable to St. John's Unitarian Universalist Church**

**Mail To: 320 Resor Ave  
Cincinnati, OH 45220  
ATTN: Office Manager**

**NAME** \_\_\_\_\_ **GROUP NAME**

\_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE # HOME** \_\_\_\_\_ **WORK** \_\_\_\_\_ **CELL** \_\_\_\_\_

**DATES OF USAGE** \_\_\_\_\_

**ESTIMATE NUMBER OF PERSON(S)** \_\_\_\_\_

**FOR WEDDING (OFFICIATE)** \_\_\_\_\_