BUILDING USE CONTRACT ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH 320 RESOR AVE. CINCINNATI, OH 45220

513-961-1938, office@stjohnsuu.org

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.

The building <u>must be vacated by 12:00 a.m. No exceptions.</u> Failure to do so will result in loss of <u>entire deposit and</u> 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 the 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 RESPONSBILE FOR LETTING IN CATERER, FLOWERS, ETC.

*For church members only: Fee may be waived if member agrees to do own set up, tear down and clean up. This applies to meetings

and small group activitie	s only. MEMBER MUST SIGN HERE IF WAIVING CUSTODIAL FEE:
Name	Date of Activity
**Custodial fee includes fee.)	setup and taking down tables and chairs, cleaning restrooms, floors. (any extra requests bring a additional
RESTRICTIONS	
use request must state v	DRUGS - Beer and champagne ONLY can be served at receptions to person(s) of LEGAL AGE and the building whether they will be served. NO HARD LIQUOR OR ILLEGAL DRUGS allowed on the premises. There will NO
SALE of alcohol in the bub. NO SMOKING p	olicy applies to all users of the building. St. John's is a smoke-free building.
-	firearms or any other weapons, loaded or unloaded, will be allowed in the building or on the grounds of St.
unless a handicapped sti	parking lot for St. John's will accommodate approximately 30 autos. No parking in Handicapped spaces cker is displayed. There is street parking permitted on Resor and other side streets. PARKING IN THE H LOT IS NOT PERMITTED.
AGREEMENT OF USA	AGE:
In accordance with its po	olicy 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., Announcements and add the events sponsorship of the event only. It is under	Cinti., OH, on20 This permission is not an endorsement of this event. vertising, whether among the event's invitees or in the channels of public information, must indicate clearly of the event, and the name of St. John's Unitarian Universalist Church may be used to identify the location of erstood that the event will be open to all who wish to attend, will involve no acts in or around the premises the law, that all regulations concerning the use of church facilities will be followed, and that additional
	agrees to hold St. John's Unitarian Universalist Church, its Board of Trustees
and its employees free a church property during t	nd harmless for any loss, damage, liability or expense that may arise during, or be caused by, the use of his rental.
Signed	Title
For (circle one) wedding	union, meeting, reception Date
	ANCTUARY – All efforts to avoid disposables is strongly encouraged. St. John's has plates, glasses, cups that the responsibility of renter.
OFFICE USE ONLY:	DEPOSIT RECEIVED DEPOSIT RETURNED USAGE FEE PAID DEPOSIT WITHELD CUSTODIAN FEE PAID PICKED UP KEY KEY (RETURNED)

St. John's Unitarian Universalist Church, 320 Resor Ave. Cincinnati, OH 45220 513-961-1938 office@stjohnsuu.org

RENTAL RATES:		RATE			CUSTO	<u>DIAL</u>	
FRIENDS OF ST. JOHN'S AND OUTSIDE RENTERS		4					
Lincoln, Jefferson, Darwin, Nightingale Classrooms, W	'ells	\$35					
Gandhi, Rosa Parks, Library		\$70 \$70					
Haehnle (Foyer) Krolfifer Fellowship Hall and Kitchen		\$70 \$280			\$100		
Krolfifer without kitchen		\$210			\$100		
Krolfifer without table/chairs		\$70			\$75		
Sanctuary weddings, concerts, funerals		\$280			\$100		
Sanctuary AND Krolfifer weddings, receptions, concer	ts. funerals	\$420			\$125		
Chapel and Krolfifer	,	\$315			\$125		
Chapel		\$70			÷75		
*****SEE BELOW							
Security Deposit (refundable)****back page		\$100			\$100		
Sound System (Sanctuary)		\$50					
Sound System (Krolfifer)		depend	s on func	tion and	length o	f event	
TOTAL DUE					_		
^^^^^		^^^^	^^^^^	\^^^^	^^^^^	^^^^	
MEMBER RATES (MUST BE A SIGNED MEMBER)							
Lincoln, Jefferson, Darwin Classrooms		\$15					
Gandhi, Rosa Parks, Library		\$30					
Haehnle		\$30					
Krolfifer	\$70			\$100			
Sanctuary/Krolfifer/Chapel for MEMBERS weddings,		NG			6400		
receptions, funerals		NC			\$100		
if both	Sanctuary and k	krolfifer t	ısea		\$125		
Sanctuary ****SEE BELOW		\$70			\$100		
Security Deposit		\$100					
Sound System		\$50					
South System		750					
*****Security Deposit not included in room rental rates. Room rental rates above do not include sound equipment or use of piano (if not played by St. John's music staff)							
TOTAL DUE							
Check is payable to St. John's Unitarian Universa	alist Church						
Mail To: 320 Resor Ave							
Cincinnati, OH 45220							
ATTN: Office Manager							
NAME	GPOLID NIAME						
ADDRESS	ZIP CODE						
PHONE # HOME WORK	CELL			-			
DATES OF USAGE							
ESTIMATE NUMBER OF PERSON(S)							
FOR WEDDING (OFFICIANT)				_			