

BIRMINGHAM UNITARIAN CHURCH

38651 Woodward Avenue

Bloomfield Hills, Michigan 48304

248-647-2380 * valerie.phillips@bucmi.org

BUILDING USE AGREEMENT

The following constitutes an agreement between Birmingham Unitarian Church (BUC) and the Renter, identified below signature line, for the use of BUC facilities. Please review and return one signed copy of the Building Use Agreement, acknowledging your responsibilities as a renter of the facility.

Rental details will be contained on the addendum "Building Use Statement (Invoice)."

BUC reserves the right to change rooms, with an appropriate replacement space, or cancel a pending reservation. BUC will provide advance notice of change.

Rentals must be requested and confirmed two weeks prior to start of rental.

RENTER agrees to abide by all applicable federal, state, local, and other laws, rules, regulations, ordinances, codes, Executive Orders and Directives and other governmental requirements (collectively, "Laws"). This includes orders and directives pertaining to social gatherings. RENTER also agrees to hold harmless BIRMINGHAM UNITARIAN CHURCH (BUC) for any violation of "Laws" and for negligence of user. RENTER agrees to release BUC from any liability and to hold BUC harmless from all liability for RENTER and its participants, guest, and/or licensees, unless said liability is caused by the breach of this Agreement by BUC, or by the negligent acts of BUC in any manner.

RENTER is responsible for building security, clean-up and proper building "close-down".

Verify the following are taken care of before leaving the building:

- All lights are turned off (except for emergency lights that stay on).
- Thermostats are set to AUTO (if heating, turn down to 62; if cooling, turn up to 80).

- Windows and doors are closed and locked and arrangements have been made to return the key.

Facilities must be left clean, including rest rooms

- Cleaning supplies are available in the custodial closet in each room.
- Trash bags are taken to the dumpster in the enclosure. The green recycling bin is ONLY for paper and cardboard.

Set-up and Decorations

- Adhesives (e.g., Scotch/masking/duct tape) may not be applied to any surfaces including walls, floors, tables and glass; no push pins/tacks/nails. "Blue" painters tape or 3M Command strips may be used.
- No confetti or glitter.

Security/Cleaning Deposit

- Damage to walls, floors, equipment, or furnishings of the room(s) will be billed to the signer of this agreement, if the expense to repair or restore exceeds the cleaning/damage deposit.
- Any extraordinary cleaning effort or expense that BUC deems necessary and appropriate following your rental event will result in the loss of your cleaning/damage deposit.

Kitchen Use

- Equipment available for use includes stove, ovens, sink, refrigerator, microwave, dishwasher, garbage disposal and counters. All other equipment and supplies are restricted.
- BUC assumes no liability for any injury or sickness arising from renter use of kitchen.

Our Campus:

- Rooms not reserved and not paid for are off limits.
- Supervision of youth is expected at all times.
- The church is a non-smoking campus - including the parking lot and grounds.
- No guns allowed on our campus.

· Parking is restricted to the church lot only. Please observe the “No Parking - Fire Lane” and Handicap parking spots.

Signed for and on behalf of Birmingham Unitarian Church by:

Signed for and on behalf of Sample Client by:

BUC

Birmingham Unitarian Church, ...

Date: Jan 2, 2024

Sample Client

Date: (not signed yet)