

# Unity of Greater Portland Facility Use Agreement

This FACILITY USE AGREEMENT governs the use of the facilities of Unity of Greater Portland by the User(s).

In exchange for the fee detailed on the User's approved application, the Church agrees to permit User to use the Church facilities for the Event described in the application.

**1. Event Use.** During the Event, User may have the use and enjoyment of Church public areas as described and approved in the User's submitted application, and at the cost noted there. (*See Exhibit A*).

**2. Event Host.** A Unity of Greater Portland member will be assigned to host the Event. The host will open the Church, remain on the premises to answer any questions, and close up at the end of the Event.

**3. Terms and Conditions of Use.**

A. Prior to a User's initial use of the Church, User must schedule and do a walk-through of the facility with a Church representative.

B. User(s) should not enter individual offices or spaces not previously approved. If User has been approved to use any Musical Instrument or Audi-Visual Equipment owned by the Church, User agrees to make an appointment through the church office([unitychurch@roadrunner.com](mailto:unitychurch@roadrunner.com)) for a convenient time before the Event to determine the need for a demonstration of how to use Instrument or Equipment. User agrees to use only the Instrument or Equipment, and only in the manner demonstrated, that have been approved and for which arrangements have been made before the Event.

D. There is to be NO SMOKING anywhere in the Church building at any time. Those smoking outside the building are expected to use the smoking containers.

E. There is to be NO FOOD or BEVERAGES in the Church sanctuary. Alcoholic beverages are prohibited on Church property.

F. All children attending an Event are to be supervised at all times within the areas approved for use.

G. The only decorations permitted in the Church during an Event are those that can be placed on the floor or on the tables or counters. No decorations may be hung, taped, or suspended on the walls, ceilings, or windows.

H. No candles or open flames are permitted inside the Church unless previously approved in writing.

I. User(s) will provide any paper products (napkins, plates, cups, paper towels, etc.) for use in the kitchen or for serving refreshments.

J. The Sanctuary heat control will be set at no more than 68 degrees at any time.

K. All telephone calls must be made from User's cell phone(s) and not from Church phones.

L. User must pay all fees in full prior at least five (5) days prior to the Event.

**4. Set Up, Strike Down, and Food/Beverages.**

User is responsible for setting up and taking down any tables, chairs, decorations, risers, place settings, or other set up that User needs for its Event, and leaving the premises as found.

The Church reserves the right to require User to break down staging, equipment, decorations, etc., in the event the Sanctuary is needed for services.

**5. Grand Piano Use.** The grand piano in the Sanctuary is to be used only with prior approval and under the following terms:

A. If User wishes to have the piano tuned for the Event, User must notify the Church office far enough in advance for the office to arrange for the tuning. The Church in its sole discretion will select the tuner. User will pay for the tuning cost.

B. The piano may be moved only with prior permission from the Church office. The piano may be moved only with the lid closed and must be rolled slowly.

C. Never place anything on the piano surface.

**6. Damage.** User is responsible for and agrees to pay for any and all damage to the Church that arises from or is related to the Event. This includes, but is not limited to, damage to the building; the pulpit; a Musical Instrument; Audio-Visual Equipment; restrooms; tables or chairs; carpeting; dishes or glassware; or any other property or asset owned by the Church.

**7. Clean-Up.** User is responsible to clean up after the Event and to restore the building and any Musical Instrument, Audio-Visual Equipment, and other property or asset owned by the Church to the condition and place it was at the outset of the Event. The kitchen is to be left clean, with all dishes/glassware, etc. washed and put away. All garbage and recyclables are to be removed from the building immediately after the Event. In the event the Church incurs any cost for clean up after the Event, User agrees to pay for that cost promptly when invoiced.

**8. Cancellation Expenses.** In the event that User cancels this Agreement for any reason at any time, User agrees that it will pay promptly, when invoiced, any charges incurred by the Church in relation to the Event up to the time of cancellation, as well as any charges for services the Church has hired or paid for the Event.

**9. Revocation of Approval.** The Church reserves the right to revoke its approval for an Event if User violates any provision of this Agreement or is found to have provided misleading information on its application. If the Church revokes approval under this Section 10, User agrees that it will pay promptly, when invoiced, any charges incurred by the Church in relation to the Event up to the time of revocation, as well as any charges for services the Church has hired or paid for the Event.

**10. Indemnity.** User agrees to indemnify, defend, and hold harmless Unity of Greater Portland and its employees, officers, church board members, and

congregational members against any and all demands, causes of action, or any other claim of User or User's guests or invitees arising out of or related to User's use of the Church or its property.

**11. Compliance with Laws.** User will comply with all applicable laws and regulations, and will not use or occupy the Church building for any unlawful purpose or permit others to do so. If the services of the Police or Fire Department are required to satisfy legal requirements, User is responsible for making the arrangements.

**12. Authority.** The person signing this Agreement on behalf of the User represents that s/he has the authority to enter into the Agreement on behalf of the User and to perform its obligations under this Agreement.

**13. Assignment.** This Agreement may not be assigned or transferred without the express written consent of the Church.

Unity of Greater Portland Church

User (\_\_\_\_\_)

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*This contract is effective from \_\_\_\_\_ to \_\_\_\_\_  
and will need to be re-negotiated 60 days before its expiration.

*Unity of Greater Portland 54 River Road, Windham, Maine 207-893-1233  
unitychurch@roadrunner.com*



EXHIBIT A

**Application for Use of Unity of Greater Portland Church  
Facilities**

Contact Name: \_\_\_\_\_

Group Representing: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Space Requested (check all that apply):

Sanctuary       Unity Hall       Kitchen       Classroom  
 Nursery

Musical Instruments or Audio-Visual Equipment Requested (check all that apply):

Keyboard  
 Grand Piano       Sanctuary Sound System       Grand Piano Tuning

Date/Times: Actual event time: *from* \_\_\_\_\_ *until* \_\_\_\_\_

Time span for rental (set-up, event, and clean-up): *from* \_\_\_\_\_ *until* \_\_\_\_\_

Number of People Attending: \_\_\_\_\_  
\_\_\_\_\_

**See Fee Schedule on Next Page**

### Fee Schedule

Space/Service	Up to Four (4) Hours*	More than Four (4) Hours*
Sanctuary	\$100	\$200
Unity Hall	\$ 50	\$100
Sanctuary + Unity Hall	\$125	\$250
Classroom	\$ 25	no additional charge
Kitchen (full use)	\$ 50	\$100
Kitchen (coffee service)	\$ 25	\$ 25
Piano Tuning	\$125	no additional charge
Host	\$50 flat fee	\$10 each additional hr.

\* The space charges are per day.

Note: The Church reserves the right to add a reasonable seasonal utility charge to the space charges stated above.