May Memorial Unitarian Universalist Society
Building Use Application and Agreement

Room requests must be submitted at least 2 weeks in advance of the event. Space is reserved on a first come, first serve basis. Please contact Brian Betz at 446-8920 or office@mmuus.org

EVENT Description:_____

EVENT DATE(S): _____ **FROM** _____ **TO** _____
(please include the time you will need for setup and take-down/Clean-up)

TO BE USED BY
Name (sign below): _____

Name of organized group (if any) _____ **MMUUS Member: Y / N**

E-mail: _____ **Prior Use: Y / N**

Phone Day:_____**Evening:** _____

Mailing Address: _____

City, State, ZIP: _____

Open to public: Y / N Announced start time: _____
Number of people expected: _____ Food and/or beverages to be served: Y / N
Alcohol Involved? : Y / N **If yes, the event must be catered by an outside caterer who can provide MUUS with a Certificate of Insurance with limits of liquor liability insurance and MMUUS named as additional insured.** Mail to: MMUUS, Treasurer, 3800 E. Genesee St., Syracuse, NY 13214

*****SOCIAL HALL MAXIMUM: 130 PEOPLE - SANCTUARY MAXIMUM: 280 PEOPLE*****

BUILDING USE - check all to be used
_____**Social Hall:**(*price includes kitchen*, chairs & tables) **$ 450**. First 4 hrs. **$ 50**. each additional hr
_____**Social Hall:**(w/ Alcohol or Saturday – *price includes kitchen*) **$ 550**. 4 hrs. **$ 65**.each add. hr
_____**Kitchen:** (a la carte - includes stove and ovens) **$ 150.** First 4 hrs. **$ 25.** each additional hr.
_____**Sanctuary** (includes Sound System) **$ 225.** First 4 hrs. **$ 25.** each additional hr.
_____**Memorial Room $ 75.** First 4 hrs. **$ 25.** each additional hr.
_____**Teen Room $ 75.** First 4 hrs. **$ 25.** each additional hr.
_____**Foyer $ 75.** First 4 hrs. **$ 25.** each additional hr.
_____**Creekside Chapel (no shoes allowed) $ 75.** First 4 hrs. **$ 25.** each additional hr.

TOTAL USAGE CHARGE: _____ **Check #** _____ **Date:** _____

SECURITY DEPOSIT: $150.00 Check # _____ **Date:** _____

All renters are required to make a **security deposit**, which will be returned upon a satisfactory post-event inspection. Deductions will be made (if necessary) to compensate for damages or cleaning costs.

I have received and read a copy of, and agree to observe the policies and procedures in the MMUUS Building Use Policy. I have provided a signed Voluntary Release Form with this Building Use Agreement.

Signature: _____ **Date:** _____

Make checks payable to MMUUS 3800 East Genesee St. Syracuse, NY 13214

May Memorial Unitarian Universalist Society
Building Use Application and Agreement

VOLUNTARY RELEASE FORM FOR INDIVIDUALS

(ORGANIZATIONS RELEASE FORM ON THE NEXT PAGE)

Assumption of Risk and Indemnity Agreement

The undersigned person requests permission to make use of the building, grounds and/or equipment of May Memorial Unitarian Universalist Society, 3800 East Genesee Street, Syracuse New York, for the intended purpose as described on the attached Building Use Agreement. In consideration of "permissive entry" to the building, the undersigned, his/her representatives, heirs and assigns, DO HEREBY:

1) RELEASE, DISCHARGE AND COVENANT NOT TO SUE May Memorial Unitarian Universalist Society and/or the Unitarian Universalist Association for any and all claims and liability arising out of the strict liability or ordinary negligence of releasees or any other user of the building which causes the undersigned or any guest injury, death, or property damage, and further agrees to hold releasees harmless and indemnify releasees from any claim, judgment, or expenses which may be incurred by participation in the afore described event.

2) UNDERSTAND that any inherent danger or risk of injury related in the above described event is voluntarily assumed.

3) ACKNOWLEDGE that the undersigned is aware of equipment and safety regulations and will comply with each regulation assuming all risk for themselves and all liability to others for failure to do so.

No oral Representations or inducements have been made to obtain signature of this agreement. If any portion of this agreement is held invalid it is agreed that the balance thereof shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND AND ASSUME ALL RISK INHERENT TO THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

Signature: _____ Date:_____

(Please print or type below)

Responsible Party: _____

Address: _____

Daytime phone: _____ Evening phone: _____

Please return to May Memorial Unitarian Universalist Society

3800 East Genesee Street, Syracuse New York, 13214 315-446-8920 office@mmuus.org

May Memorial Unitarian Universalist Society
Building Use Application and Agreement

VOLUNTARY RELEASE FORM For Groups and/or Organizations

Assumption of Risk and Indemnity Agreement

The undersigned person, individually and as an officer of the group which requests permission to make use of the building, grounds and/or equipment of May Memorial Unitarian Universalist Society, 3800 East Genesee Street, Syracuse New York, for the intended purpose as described on the attached Building Use Agreement. In consideration of "permissive entry" to the building, the undersigned, his/her representatives, heirs and assigns, and the group's officers, members, and invitees, DO HEREBY:

1) RELEASE, DISCHARGE AND COVENANT NOT TO SUE May Memorial Unitarian Universalist Society and/or the Unitarian Universalist Association for any and all claims and liability arising out of the strict liability or ordinary negligence of releasees or any other user of the building which causes the undersigned individual and group, or any guest of that group, injury, death, or property damage, and further agrees to hold releasees harmless and indemnify releasees from any claim, judgment, or expenses which may be incurred by participation in the above-described event.

2) UNDERSTAND that any inherent danger or risk of injury related to the above- described event is voluntarily assumed.

3) ACKNOWLEDGE that the undersigned is aware of equipment and safety regulations and will comply with each regulation assuming all risk for themselves and all liability to others for failure to do so.

No oral Representations or inducements have been made to obtain signature of this agreement. If any portion of this agreement is held invalid it is agreed that the balance thereof shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT IS A RELEASE OF ALL CLAIMS BY ME AND THE GROUP I REPRESENT. I AND THE GROUP UNDERSTAND AND ASSUME ALL RISK INHERENT TO THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS, AND FURTHER REPRESENT THAT I HAVE THE AUTHORITY TO BIND THE GROUP.

Signature: _____ Title: _____Date:_____
(please print or type below)
Group: _____
Address: _____
Daytime phone: _____ Evening phone: _____

Please return to May Memorial Unitarian Universalist Society
3800 East Genesee Street, Syracuse New York, 13214 315-446-8920 office@mmuus.org

May Memorial Unitarian Universalist Society
Building Use Application and Agreement

MMUUS Building Use Policies and Renter Responsibilities

Please follow the MMUUS Kitchen Clean-up Guidelines for all users posted in the Kitchen. Copies of the guidelines are available from the Office Administrator.

Room rental for concerts, weddings or ceremonies held in the Sanctuary or Social Hall will include one free rehearsal. Additional rehearsal time will be charged at 25% of the base rental fee.

Setup and take down time is subject to negotiation and availability.

The pianos and pipe organ are not to be used without specific authorization from the Music Director.

When you enter the building for your event, please report any safety concerns, disarray, or damage to the Office Administrator ASAP or if the Office Administrator is not available call 446-8820 and leave a message.

Renter Responsibilities:

1) Only those rooms designated on the "Building Use Agreement" will be used.

2) Premises shall be left in clean and orderly condition, with chairs and tables put away as directed by the Office Administrator. The Kitchen and Social Hall floor(s) will be mopped and swept as needed.

3) Turn off all lights, fans, water and appliances. Unless extreme temperatures exist, please leave thermostats alone. Outside lights are automatic.

4) Please use only the entrances agreed to in the agreement. A key to the sanctuary (if applicable) will be provided to the Responsible Party and will be returned to the Office Administrator the first business day following the use of the building. All doors must be locked and secured when the event is over and the clean up is complete.

4) Please use only the entrances agreed to in the agreement. A key will be provided to the Responsible Party and will be returned to the Office Administrator the day following the use of the building. Alternatively, the Office Administrator will open the combination door lock before the event, and ensure it is secured afterward.

5) Any materials left behind will be regarded as abandoned property.

6) Do not move materials other than your own from one room to another.

7) No equipment and supplies belonging to MMUUS are to be used unless prior approval has been received from the Event Supervisor.

8) Youth and children's groups must have suitable adult supervision. Those in charge are to remain in the building until all members of the group have vacated the premises.

MMUUS Renter Responsibilities continued…

9) SMOKING IS PROHIBITED EVERYWHERE IN THE BUILDING. If a member of your group wishes to smoke, please ask him/her to step outside and use an appropriate receptacle.

10) Political advertising will not be displayed on MMUUS grounds.

11) Outside activities must be confined to the pavilion area, playground, and adjacent parking lots.

12) The MMUUS building and grounds shall not be used for any activity which violates city, county, state or federal law.

13) The MMUUS building shall not be left unattended while unlocked.

14) Renters shall obtaining necessary permits from the Onondaga County Department of Health when serving food to the public.

15) Alcohol beverages may only be served if the caterer has provided MMUUS with a Certificate of Insurance **with limits of liquor liability insurance and MMUUS named as additional insured.**

16) Maintain order. Remember that we are in a residential neighborhood.

17) If your group uses this facility for regular meetings, we ask that you read this memo to your groups at least once each quarter. You will be responsible for your group's compliance to the above guidelines. The Society reserves the right to terminate a contract if parties fail to comply with the guidelines.

18) Do not place **any** items on top of any piano or other furniture or equipment.

19) Absolutely no food or drink allowed in the Sanctuary.

Your accepted building reservation will be posted on the MMUUS Calendar, on the MMUUS web site (www.mmuus.org).

Thank you very much for your concern, help and cooperation.
MMUUS Office Administrator: Brian Betz office@mmuus.org