

Unitarian Universalist Church of the Desert (UUCOD)
Building Use and Rental Information Packet, Forms and Fee Schedule
Developed and Board Approved in June 2022

Church facilities are available for use by UUCOD Committees or Groups, Members or Friends (those who contribute time, treasure, or talent to the Church), non-profit organizations, for-profit organizations or other members of the community based on a schedule of fees.

Outside organizations or individuals' mission and purpose must be consistent with the UUCOD Mission Statement and UU Principles. The facilities shall not be made available to groups that discriminate on the basis of race, gender, gender identity, religion, sexual orientation, ableism, or ethnicity, language or culture.

To Rent or Use the Facility, please complete the following 3 forms

1. Agreement for Building and Ground Use (all users/renters)
2. Event Rental Agreement for UUCOD Members and Friends –OR-- Rental Agreement for Outside Users (One time Use or long term Use)
3. Rental Fees and Deposit form, signed
4. Church Usage and Hold Harmless Agreement (all users/renters)

Unitarian Universalist Church of the Desert
AGREEMENT FOR BUILDING AND GROUNDS USE (page 1 of 2)

Please read and initial each item indicating you agree to these rental terms.

I have read the UUCOD Building and Grounds Use policy and agree to abide by it.	
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HEALTH AND SAFETY —Call 911 for medical, police or fire emergencies.	
All UUCOD health protocols will be followed. Protocols available on the church website or from the Church Administrator.	
Fire code requires a 42" wide aisle leading to all exit doors.	
Smoking is NOT ALLOWED inside or outside except in the designated smoking area on the patio.	
Pets are NOT ALLOWED in the church building except for service animals that are specifically trained to assist persons with disabilities. Federal law does not include comfort animals as service animals.	
Children must be supervised by an adult (in close proximity) at all times.	

GENERAL USE INFORMATION —Capacity limit for Sanctuary is 158 and 50 for the Community Room or as defined in the UUCOD current health protocols.	
Offices are not available for <i>any</i> use.	
All furniture or equipment must remain inside the building unless previously approved.	
The piano may not be moved and should be covered when not in use. Only qualified musicians may use the piano.	
Outside equipment brought into the church must be pre-arranged with a church representative.	
No food or drinks in the Sanctuary, except for seated dinners, as approved.	
No food or beverages placed on the pianos, pulpit, or other wood furniture.	
No dancing with high heels in carpeted areas.	
Do not use tacks, tape, nails, screws, or write on walls.	
No wax candles will be used.	
No throwing of rice, confetti, or bird seed.	
No walking or playing on outside sand areas.	

AGREEMENT FOR BUILDING AND GROUNDS USE (page 2 of 2)

<p>ALCOHOL SALE OR USE--Serving alcoholic beverages requires special permission and an alcohol license from the County of Riverside (Alcohol and Beverage Form 221).</p>	
<ul style="list-style-type: none">● Non-alcoholic beverages must always be available.● The only alcohol that can be served is that which is provided by the event sponsor.● Facility renters must designate one or more bartenders who will not drink alcohol during the event.● Alcohol may never be served to a minor by anyone.● Alcohol will never be served to anyone who is obviously intoxicated.● No one is allowed to take alcohol outside the event space as defined by the rental agreement.● No alcohol will be served at an event that centers on person(s) less than 21 years old.	

AUDIO VISUAL	
Live music is allowed only as defined in the rental agreement.	
The audio-visual system including the TV screens, microphone or video streaming may only be used with special arrangement and for an additional fee.	
The piano may be used only with special agreement, for an additional fee.	

CLEANING OR DAMAGE	
Renters are responsible for leaving the building (including restrooms) as found. Trash must be bagged and, preferably, removed off site or placed in the garbage receptacle in the parking lot.	
Renters will document (e.g., photos) and describe pre-existing damage to the church administrator.	
Renters will document (e.g., photos) and describe damage that occurs during their event to the church administrator.	
All damage and necessary cleaning or repair, inside and outside, will be at the renter's or user's expense.	

Renter/User

Date

UUCOD Representative

Date

EVENT RENTAL AGREEMENT FORM FOR UUCOD MEMBERS OR FRIENDS

(Calendared on first come, first serve basis)

Event Name: _____ **Committee/Church Group** _____

Event Type: Group ____ Event ____ Class ____ Other _____

Key Person (name of person responsible for the church key): _____

For One Time or Short Term *Either a church member with an assigned key must be available to open and close the building; or a designated key person will be assigned a temporary key after 1) a short training session to become familiar with the alarm system and closing procedures 2) signing the key release form and 3) leaving a key deposit fee with the Church Administrator.*

Contact Person: _____

Phone: _____ **Cell Phone:** _____ **E-mail:** _____

Alternate Contact: _____

Phone: _____ **Cell Phone:** _____ **E-mail:** _____

Frequency: One-time ____ Monthly ____ Other _____

Event Day(s) and Date(s) *(If this is a recurring event, provide the starting and ending dates.)*

Expected attendance: Adults ____ Teens/Young Adults ____ Children ____

Starting Time (includes set up): _____ **Clean-Up Time/Exit Building:** _____ (specify AM or PM)

Requested Space (Check the areas you will need)

Sanctuary ____ Community Room ____ Patio ____ Kitchen ____ Foyer ____ Labyrinth ____

Number of Furnishings Needed (setup and breakdown are the responsibility of the Renter)

Chairs: _____ 30 x 72 Tables: _____ Card Tables: _____

Will food be served? Yes / No **What type?** (dinner, snacks, etc.) _____

Will beverages be served? Yes / No **What type?** _____

If alcoholic beverages are served, the renter must have a **Temporary Liquor License from CA. State ABC Board.**

Music? Yes / No **Type:** _____

Use of our AV equipment or piano requires special authorization. Only trained operators may use the system.

With this application please submit a signed Agreement for *COD Building and Grounds Use* form and the *Church Usage and Hold Harmless Agreement*.

Signature

Date

Received by:

For UUCOD

Date

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT

72-425 VIA VAIL, RANCHO MIRAGE, CA 92270

Phone: (760) 321-0694 / E-mail: admin@uucod.org

RENTAL APPLICATION for OUTSIDE USERS

Event Name: _____

Event Type (Choose One)

Meeting ____ Support Group ____ Class/Presentation ____ Other (Specify) _____

Type of Organization: Non-Profit ____ Profit ____

Organization Name: _____

Contact Person: _____

Phone: _____ **Cell Phone:** _____ **E-mail:** _____

Billing Address: _____

Co-sponsoring UUCOD Committee/Group (if applicable) _____

Event Frequency: One-time ____ Specified Time Period ____ Ongoing ____

Event Day(s) and Date(s) (*If this is a recurring event, provide the starting and ending dates and provide details, e.g., Third Thursdays through June or itemize each date. Be aware of holidays that fall on your requested dates.*)

Key Person (name of the person who will be responsible for the church key): _____

Cell Phone: _____ Email: _____

Note: *Either a church member with an assigned key must be available to open and close the building; or a designated key person will be assigned a temporary key after 1) a short training session to become familiar with the alarm system and closing procedures 2) signing the key release form and 3) leaving a key deposit fee with the Church Administrator.*

Expected attendance:

Adults ____ Teens/Young Adults ____ Children ____

Starting Time (includes set up): _____ **Clean-Up Time/Exit Building:** _____ (specify AM or PM)

Requested Space (Check the areas you will need)

Sanctuary ____ Community Room ____ Kitchen ____ Foyer ____ Labyrinth ____ Patio ____

Number of Furnishings Needed (arrangement and replacement is the responsibility of the Renter)

Chairs: _____ 30 x 72 Tables: _____ Card Tables: _____

Will food be served? Yes / No **What type?** (dinner, snacks, etc.) _____

Will beverages be served? Yes / No **What type?** _____

*If alcoholic beverages are served, the renter must have a **Temporary Liquor License (Alcohol and Beverage Control Form 221)** and license number noted here:*

Music? Yes / No **Type:** _____

Use of our AV equipment or piano requires special authorization and will be charged separately. A list of approved AV operators or pianists can be obtained from the Church administrator. The renter would contract with that person directly for their services.

Insurance Company: _____

Letter of Indemnification: _____

Deposit: _____

Date Received _____

Final Payment Due 1 Week Prior to the Event: _____ **Date Received:** _____

50% of the Total Rental Fees will be withheld if the event is canceled with less than 2 days' notice.

With this application please submit:

- Signed Agreement of *UUCOD Building and Grounds Use form*.
- Copy of your liability insurance
- Your deposit as outlined above.

Signature

Date

Approved by:

For UUCOD

Date

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT

72-425 VIA VAIL, RANCHO MIRAGE, CA 92270

Phone: (760) 321-0694 / E-mail: admin@uucod.org

RENTAL APPLICATION for LONG TERM OUTSIDE USERS

Event Name: _____

Event Type (Choose One)

Meeting ____ Support Group ____ Class/Presentation ____ Other (Specify) _____

Type of Organization: Non-Profit ____ Profit ____

Organization Name: _____

Contact Person: _____

Phone: _____ **Cell Phone:** _____ **E-mail:** _____

Billing Address: _____

Co-sponsoring UUCOD Committee/Group (if applicable) _____

Event Day(s) and Date(s) (*Provide the starting and ending dates and provide details, e.g., Third Thursdays through June or itemize each date. Include start and end times. Be aware of holidays that fall on your requested dates.*)

Key Person (name of the person who will be responsible for the church key): _____

Cell Phone: _____ Email: _____

Note: *A designated key person will be assigned a temporary key after 1) a short training session to become familiar with the alarm system and closing procedures 2) signing the key release form and 3) leaving a key deposit fee with the Church Administrator.*

Expected attendance:

Adults ____ Teens/Young Adults ____ Children ____

Starting Time (includes set up): _____ **Clean-Up Time/Exit Building:** _____ (specify AM or PM)

Requested Space (Check the areas you will need)

Sanctuary ____ Community Room ____ Kitchen ____ Labyrinth ____ Patio ____

Number of Furnishings Needed (arrangement and replacement is the responsibility of the Renter)

Chairs: _____ 30 x 72 Tables: _____ Card Tables: _____

Will food be served? Yes / No **What type?** (dinner, snacks, etc.) _____

Will beverages be served? Yes / No **What type?** _____

*If alcoholic beverages are served, the renter must have a **Temporary Liquor License (Alcohol and Beverage Control Form 221)** and license number noted here:*

Music? Yes / No **Type:** _____

Use of our AV equipment or piano requires special authorization and will be charged separately.

Insurance Company: _____

Letter of Indemnification: _____

With this application please submit:

- A signed Agreement of *UUCOD Building and Grounds Use form*.
- A copy of your liability insurance
- Your deposit as outlined on the Rental Fee form
- Signed Rental Fees and Deposits Form

Signature

Date

Approved by:

For UUCOD

Date

UNITARIAN UNIVERSALIST CHURCH OF THE DESERT

Rental Fee Schedule

General Guidelines

The rates listed below are general guidelines. Factors that will be considered in determining the specific rate(s) for an event will include who is renting the space, when it is being rented, the purpose of the rental, and the combination of physical resources required.

	<u>HOURLY RATES</u>						<u>FLAT RATE</u>	
	Sanctuary	Labyrinth	Comm Rm	Audio	AV System	Total/Hr	Kitchen	Piano
Members	\$15	\$15	\$15	\$0	\$25	\$70	\$0	\$0
Friends	\$20	\$20	\$20	\$0	\$30	\$90	\$0	\$0
Non-Profit	\$50	\$25	\$25	\$40	\$50	\$190	\$25	\$25
For Profit	\$75	\$40	\$30	\$40	\$75	\$260	\$50	\$50

Deposits

Non-Refundable Maintenance Fee	\$75
Refundable Key Deposit	\$50
Refundable Cleaning or Damage Deposit	\$150

Notes:

- 1) A certified audio/AV support person is required for operating UUCOD audio/audiovisual systems. S/he must be present for set-up and breakdown. If the renter requires UUCOD to provide this support, there will be a charge of \$35/hour.
- 2) The "AV System" rate includes use of both audio and visual components of the system.
- 3) the duration of the entire event, including set-up and breakdown, will be included in rate calculations.
- 4) Only qualified musicians may use the piano. The Church Administrator can provide the name and contact information for a professional pianist for renters to contract with directly.

Sanctuary Audio-Visual Equipment and Use

		Who can use/operate
TV Screens		Renters may connect their own device (e.g., laptop computer) to the TV screens.
Audio System*	The audio system includes microphones (standing and lapel) as well as speakers to allow audio to be heard throughout the sanctuary.	*The audio system, including microphones, may only be operated by an operator certified by UUCOD. This may require retaining and compensating a UUCOD AV Team Member and will cover setup and breakdown.
Audio/Video System*	The robust system includes multiple robotic cameras, a video switcher, a sophisticated digital audio mixer and streaming capability.	*Use of all the UUCOD audiovisual systems, including microphones, may only be operated by an operator certified by UUCOD. This may require retaining and compensating a UUCOD AV Team Member and will cover setup and breakdown.

UUCOD Worksheet – Rental Fees and Deposits for One Time Use

Building Use - Sanctuary	
Building Use - Kitchen	
Building Use - Community Room	
Labyrinth	
Audio System	
Audio/Video System	
Piano Use	
Audio AV Support Person	
Non-Refundable Maintenance Fee	\$75
Total Rental Fees	
25% of Total Rental Fees	
Refundable Key Deposit	\$50
Refundable Cleaning or Damage Deposit	\$150
TOTAL Deposit Due	

Deposit--Date Received _____

Final Payment Due 1 Week Prior to the Event: _____ **Date Received:** _____

50% of the Total Rental Fees will be withheld if the event is canceled with less than 2 days notice.

I acknowledge receipt of the proposed fee schedule and agree to pay fees as outlined above.

Signature

Date

Fees approved by:

For UUCOD

Date

UUCOD Worksheet –Rental Fees and Deposits for Multi-day Rentals

Building Use - Sanctuary	
Building Use - Kitchen	
Building Use - Community Room	
Labyrinth	
Audio System	
Audio/Video System	
Piano Use	
Audio AV Support Person	
Total Rental Fees Per _____	
One Time Non-Refundable Maintenance Fee	\$75
25% of Total First Time Rental Fees	
Refundable Key Deposit	\$50
Refundable Cleaning or Damage Deposit	\$150
TOTAL Deposit Due	

Deposit--Date Received _____

Billing will occur at the end of the month. Monthly balance is due by the 15th of the month.

I acknowledge receipt of the proposed fee schedule and agree to pay monthly fees as outlined above.

Signature

Date

Fees approved by:

For UUCOD

Date

CHURCH USAGE AND HOLD HARMLESS AGREEMENT

This is an agreement between _____ and the Unitarian Universalist
(renting organization or individual)

Church of the Desert (UUCOD) for the rental and use of certain portions of the church facilities for specified periods at specified rates, as agreed by the parties, and as listed in the attached documents.

I/We _____, represent that I am authorized to enter contracts as
(printed name of person signing for renter)
the agent of the above-named organization, which will be bound by the terms of this agreement.

I/We understand and agree that neither the Unitarian Universalist Church of the Desert, nor the members of its Board of Directors, representatives, employees or agents may be held liable in any way by the renting organization, group or individual, and/or by any of its guests, whether invited or not, for any personal injury, property damage or other claim for harm arising out of use of the facilities under this agreement.

In this agreement, the term "church facilities" includes, but is not limited to, any part of the property at 72-425 Via Vail, Rancho Mirage, California, whether rented by us or not, and the various spaces inside and outside the church building, including the parking lot. In using this facility and grounds, as well as all appliances and fixtures, I/we assume all risk.

In furtherance of this understanding, on behalf of the renting person or organization named above, I/we further release and hold harmless the Unitarian Universalist Church of the Desert, the members of its Board of Directors, representatives, employees or agents from liability for claims for personal injury, property damage or other legal claims by our organization, vendors and guests, invited or not, during use of the church property (including event set-up, the event, and post-event until all of your guests have removed themselves and their vehicles from the church facilities at the end of your event).

I/We understand that the terms herein are contractual and that I/we have signed this document of my/our own free will. I/we further state and acknowledge that I/we have fully informed myself/ourselves of the content of this document by reading it before signing it.

Signature of authorized agent of renting
individual, group or organization

Date

Signature of authorized agent of UUCOD
President, Board of Directors

Date

End of Event Checklist (all renters)

Please Initial and return this form to the church office as you leave the building.

Initials:

- _____ • All furniture is back in its original place.
- _____ • The kitchen is clean and all food from the event is removed from the kitchen and refrigerators.
- _____ • The bathrooms are clean.
- _____ • All the trash has been removed from the building either taken with us or put in the garbage receptacle in the parking lot.
- _____ • The audio-visual equipment is put away.
- _____ • The audio-visual closet is locked.
- _____ • All doors are closed.
- _____ • The front doors are in the locked position.
- _____ • The alarm is set.

Signature _____ Date _____