



Olympia Unitarian Universalist Congregation
2300 East End St NW Olympia WA 98502
360-786-6383 liberalfaith@ouuc.org www.ouuc.org

BUILDING AND GROUNDS USE AGREEMENT

Please Complete Entire Form

Name of Organization _____

Responsible Person _____

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

(If Applicable)

Non-Profit Status _____ Federal ID No. _____

Insurance Carrier _____

Event Name and Description _____

Date(s) Requested* _____

Start Time _____ End Time _____

*Dates can only be scheduled more than nine months out by special permission.

Event recurrence:

- One time only Weekly
 Monthly Multiple days

(please specify) _____

Which day(s) of the week:

- | | | |
|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday | |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Saturday | |

Room(s) Requested:

- | | | |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Classroom 1 | <input type="checkbox"/> Classroom 4 |
| <input type="checkbox"/> Commons | <input type="checkbox"/> Classroom 2 | <input type="checkbox"/> Classroom 5 |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom 3 | |
| <input type="checkbox"/> Nursery (available only by special arrangement) | | |

Anticipated Number of Participants: _____

Will participants be charged a fee?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Will food/drink or alcohol be consumed?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Special Needs or Requests (piano, sound system, other):

Set Up Instructions:

<p>FOR OFFICE USE ONLY</p> <p>ROOM USE CATEGORY: _____</p> <p>Request Approved: ____ Denied ____</p> <p>Agreed Upon Fees _____</p> <p>By _____ Date _____</p> <p>Church Sponsor (if applicable) _____</p>
--

Release and Indemnity

This ***Release and Indemnity Agreement*** is between the above-named organization (“Organization”) and the church. The church is the owner of the real property and improvements located at 2300 East End St NW, Olympia WA (“Property”). The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

Now THEREFORE in consideration of the church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, for any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend, and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization understands that the church provides no supervision or control over Property when it is being used solely by the Organization.
3. If the Organization’s use of the Property will involve participants who are minors, the Organization agrees to exercise a high degree of care in supervising all activities involving minors and agrees to follow the Safe Congregations policy.
4. Organization is solely responsible for any infringement of copyright law.
5. Organization acknowledges that the Property is provided on as “as is” basis.
6. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

As a representative of Organization, I agree that the use of the Property shall be lawful and in accordance with all state, local and federal laws, regulations, ordinances and OUUC guideline for building use. Organization will not make any unlawful or improper use of Property, permit any objectionable noise, permit any controlled substance, or remove any items.

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for damage beyond normal wear and tear that may occur as a result of this activity. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____ Date: _____

Print Name: _____

Title: _____