

**BUILDING USE CONTRACT**  
**ST. JOHN'S UNITARIAN UNIVERSALIST CHURCH**  
**320 RESOR AVE. CINCINNATI, OH 45220**  
**513-961-1938, office@stjohnsuu.org**

Form must be completed by all person(s) or groups desiring to use the church's facilities. The responsible person must see that the building usage guidelines are followed.

- Custodian fee is required. Custodian fee is mandatory for all renters who are not members of St. John's.
- All renters are responsible for taking down their decorations, bagging up their trash, turning off lights, closing all windows, and making sure the building is locked up. Extra custodial services may be contracted for an additional fee.
- Building must be vacated by 12:00 a.m.
- Failure to do so will result in loss of entire deposit and further rentals will be denied to the renter.

A deposit is required on all rentals, and must be paid at time of agreement to hold the date. Balance must be paid 1 week in advance of rental. NO DEPOSIT WILL BE RETURNED UNTIL KEY IS TURNED IN. Key will be given to the renter for their use and key form must be signed and dated.

You are invited to come in early (time must be set up with office) to set up for your event. Please clear time through the office to avoid a conflict. There is no staff on duty Saturday.

THE RENTER IS RESPONSIBLE FOR LETTING IN CATERER, FLOWERS, ETC.

\*For members (only) the fee may be waived if member agrees to do own set up, tear down and clean up. This applies to meetings and small group activities only. MEMBER MUST SIGN HERE IF WAIVING CUSTODIAL FEE:

Name \_\_\_\_\_ Date of Activity \_\_\_\_\_

\*\*Custodial fee includes setup and taking down tables and chairs, cleaning restrooms, floors. (any extra requests have an additional fee.)

**RESTRICTIONS**

A. Beer and champagne ONLY can be served at receptions to person(s) of LEGAL AGE; the building use request must state whether they will be served. NO HARD LIQUOR OR ILLEGAL DRUGS allowed on the premises. There will be NO SALE of alcohol in the building.

B. A NO-SMOKING policy applies to all users of the building. St. John's is a smoke-free building

C. No firearms or any other weapons, loaded or unloaded, will be allowed in the building or on the grounds of St. John's Unitarian Universalist Church at any time.

D. The parking lot for St. John's will accommodate approximately 30 autos. No parking in Handicapped spaces unless a handicapped sticker is displayed. There is street parking permitted on Resor and other side streets. PARKING IN THE ANNUNCIATION LOT IS NOT PERMITTED.

**AGREEMENT OF USAGE:**

In accordance with its policy of permitting the use of facilities as a place of assembly and a forum for the free expression of ideas, \_\_\_\_\_ is hereby granted permission to use the facilities at St. John's Unitarian Universalist Church, 320 Resor Ave., Cinti., OH on \_\_\_\_\_ 20\_\_\_\_\_. This permission is no way an endorsement of this event. Announcements and advertising, whether among the event's invitees or in the channels of public information, must indicate clearly the sponsorship of the event, and the name of St. John's Unitarian Universalist Church may be used to identify the location of the event only. It is understood that the event will be open to all who wish to attend, will involve no acts in or around the premises that are in violation of the law, that all regulations concerning the use of church facilities will be followed, and that additional requirements will be adhered to.

\_\_\_\_\_ agrees to hold St. John's Unitarian Universalist Church, its Board of Trustees and its employees free and harmless for any loss, damage, liability or expense that may arise during, or be caused by, the use of church property during this rental.

Signed \_\_\_\_\_ Title \_\_\_\_\_

For (circle one) wedding, union, meeting, reception Date \_\_\_\_\_

OFFICE USE ONLY: DEPOSIT RECEIVED \_\_\_\_\_ DEPOSIT RETURNED \_\_\_\_\_

USAGE FEE PAID \_\_\_\_\_ DEPOSIT WITHHELD \_\_\_\_\_

CUSTODIAN FEE PAID \_\_\_\_\_ PICKED UP KEY \_\_\_\_\_ KEY (RETURNED) \_\_\_\_\_