

# UNITARIAN UNIVERSALIST FELLOWSHIP OF TOPEKA

4775 SW 21<sup>st</sup> Street, Topeka, Kansas 66604-3583  
Telephone: (785) 272-9233 Web page: www.uuft.org E-mail: bldguse@uuft.org

## BUILDING USE AGREEMENT

EVENT DATE(S): \_\_\_\_\_ TIME REQUESTED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
(please allow adequate time for setup and take-down/restoration)

### TO BE USED BY

Name (sign below): \_\_\_\_\_ UUFT Member: Y / N  
Mailing Address: \_\_\_\_\_ Have used UUFT before: Y / N  
City, State, ZIP: \_\_\_\_\_ If so, last date: \_\_\_\_\_  
For Organization: \_\_\_\_\_ Registered not-for-profit: Y / N  
Mailing Address: \_\_\_\_\_ State-licensed child care provider:  
City, State, ZIP: \_\_\_\_\_ Y / N

### EVENT

Description:

Open to public: Y / N Fund-raiser or for-profit: Y / N Announced start time: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Food and/or beverages to be served: Y / N

### BUILDING USE - check all requested

- Scanland Hall (includes chairs & tables)  Emerson Room  Other: \_\_\_\_\_  
 Kitchen (extra charge applies)  Nursery  Special equipment (fees may apply):  
 Darwin Room  Grounds (outside activity)

### CHARGES

#### Additional-fee items:

Usage for \_\_\_\_\_ hours @ \$10.00/hour: \_\_\_\_\_ Per use custodial fee @ \$40.00/use \_\_\_\_\_

Additional fees (items listed at right): \_\_\_\_\_

TOTAL USAGE CHARGE \_\_\_\_\_ Check # \_\_\_\_\_ Dated: \_\_\_\_\_

FACILITY USE DEPOSIT \$100.00 Check # \_\_\_\_\_ Dated: \_\_\_\_\_  
(to be returned upon satisfactory post-event inspection)

I have received a copy of, and agree to observe the policies and procedures in the UUFT Building Use Policy dated August 12, 2003. I have provided a signed Voluntary Release Form with this Building Use Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone (daytime): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Mail completed forms and fees to UUFT Building Use Coordinator at address above. Make checks payable to "UUFT"

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APPROVED and fees received by UUFT Building Use Coordinator: Joe Silsby \_\_\_\_\_  
Deposit (785) 249-5318  
Key out: \_\_\_\_\_ In: \_\_\_\_\_ Inspected: \_\_\_\_\_ returned: \_\_\_\_\_ silsbyjoe@hotmail.com Date: \_\_\_\_\_

**UNITARIAN UNIVERSALIST FELLOWSHIP OF TOPEKA**

**VOLUNTARY RELEASE FORM  
Assumption of Risk and Indemnity Agreement**

The undersigned person requests permission to make use of the building, grounds and/or equipment of the Unitarian Universalist Fellowship of Topeka 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 the Unitarian Universalist Fellowship of Topeka, the Prairie Star District of the Unitarian Universalist Association, 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 to the afore 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 telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

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Telephone: (785) 272-9233 Web page: [www.uuft.org](http://www.uuft.org) E-mail: [uuft@uuft.org](mailto:uuft@uuft.org)

Date: August 12, 2003  
To: Users of the Unitarian Universalist Fellowship of Topeka Building and Grounds  
From: Board of Trustees, UUFT  
Re: UUFT Building Use Policy

It has always been UUFT's intent and desire to make our building available to community groups.

Requests for use of the building must be made through the Building Use Coordinator. Information about this contact may be obtained by calling UUFT at (785) 272-9233.

A "BUILDING USE AGREEMENT" and all other pertinent forms must be signed by a responsible adult who, as a representative of the group requesting use of the building, agrees to abide by the guidelines as set forth herein. This policy is applicable to UUFT members and non-members for use of the building outside of UUFT purposes (defined as: regularly-scheduled or special events sanctioned by the Board of Trustees and/or directed by the minister or a UUFT committee).

Fee for Building Use: \$10.00 per hr. and \$40.00 per use custodial fee. Additional \$25.00 fee for use of kitchen, appliances, dishes and utensils; kitchen spaces and items used must be cleaned before departing. The person responsible for use of the building will provide a deposit of \$100.00. The deposit will be refunded when the conditions of the agreement are met. Any deviation from this policy must be approved by the Board of Trustees prior to the event.

Groups unable to use the property responsibly will not be permitted continued use. Accordingly, we urge your immediate attention to the following guidelines:

- 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 podium arranged as directed by the Building Use Coordinator (a diagram will be provided). It is appreciated if any safety concerns or damage discovered is reported immediately to the Building Use Coordinator. Damage or disarray discovered upon first entering the building must be brought to the immediate attention of the Building Use Coordinator.
- 3) Turn off all lights, fans, water and appliances. Unless extreme temperatures exist, please leave thermostat alone. Outside lights are automatic.
- 4) Please use only the entrances agreed to in the agreement. A key will be provided to the South Center Door and will be returned to the Building Use Coordinator the day following the use of the building. Alternatively, the Building Use Coordinator 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.

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- 6) Do not move materials other than your own from one room to another.
- 7) No equipment and supplies belonging to UUFT are to be used unless prior approval has been received from the Building Use Coordinator.
- 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.
- 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 UUFT grounds.
- 11) Outside activities must be confined to the patio, lawn, playground south of the building, and adjacent parking lots.
- 12) The UUFT building and grounds shall not be used for any activity which violates city, county, state or federal law.
- 13) The UUFT building shall not be left unattended while unlocked.
- 14) The UUFT building exists primarily for use of the Fellowship. In the event that the Fellowship should need the building for its own use (example: memorial services), you would be asked to relinquish your time for that occasion. We are pleased to make our facility available to community groups. Future needs might necessitate a re-arrangement of schedules, room assignments, etc. We will try to give users ample time to adjust their times and programs.
- 15) 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 Fellowship reserves the right to terminate a contract if parties fail to comply with the guidelines.

Your accepted building reservation will be posted on the Building Use Calendar, on the UUFT web site ([www.uuft.org](http://www.uuft.org)).

Thank you very much for your concern, help and cooperation.

The UUFT Building Use Coordinator is: Joe Silsby (effective 11/23/2003)  
(785) 249-5318  
bldguse@uuft.org

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please print or type below)

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_