



**Agora Café**  
**Building Use Contract**

Today's Date: \_\_\_\_\_

Name of group: \_\_\_\_\_ Non-profit (Yes/No) \_\_\_\_\_

Contact person (The Responsible Party): \_\_\_\_\_ (Please sign the form)

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of building use: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Estimated # people attending (48 max): \_\_\_\_\_

Hours requested (please include rehearsal and/or set up time) **Start** \_\_\_\_\_ **End** \_\_\_\_\_

Waiver or reduction of fee requested \_\_\_\_\_ Approval/Decline by Trustees: \_\_\_\_\_

Special needs: \_\_\_\_\_

**Qualifying Organizations and Permitted Activities**

Unity Christian Church is a registered non-profit religious organization that operates the Agora Café. Non-profit community-based organizations, whose purpose and activities are not in conflict with the purposes of UCCI, may use the facilities for non-commercial purposes. The café cannot be used for political functions. No private or publicly held business or commercial enterprise may use our facilities for commercial purposes. We are pleased to offer the Agora Café, property of Unity Christian Church, to further our commitment to relationship building within our community. In an effort to maintain good communication with the groups who use the building, we present the following guidelines:

- 1) Please provide a diagram or instructions for set-up.
- 2) The Agora Café premises will be left in a clean and orderly manner, including the sidewalk, lawn and parking areas. Any equipment, dishes, glasses, and utensils used will be cleaned and returned to their original location. Any chairs and tables used will be returned to their original location. The floors will be swept or dry mopped. Any spills on the floors will be cleaned immediately. If anything is damaged or broken, a note of such accident will be recorded on the check-out list. All garbage generated by the group will be consolidated and removed from the premises or placed in the dumpster behind the Agora Café.
- 3) The group will furnish its own supplies and drinks. All items brought to the Agora Café will be removed from the Agora Café at the conclusion of the meeting.
- 4) There will be NO SMOKING or USE OF ALCOHOL on Agora Café / church property.

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- 5) Thermostat settings will not be adjusted or altered; exterior doors may not be propped open.
- 6) Unforeseen church occurrences, such as a funeral or power outage, may require room reassignments or the cancellation of an event.
- 7) Before exiting the building, the responsible party will complete the Closing Check List provided to ensure the building is left in its original condition. Please complete and sign the Closing Check List after use.
- 8) The Agora Café, property of UCCI, is not responsible for loss or damage to property belonging to the group or individuals associated with the group using the building.
- 9) Any children involved in the group's activity or visiting during the group's activity must be supervised by an adult at all times (no exceptions). Any toys or items used must be returned to their original location. If used, the children's playroom (Garden #2) must be left neat and clean. Groups will not use children's supplies in closet.
- 10) Food and drinks will not be taken into the children's playroom, conference room or couch seating area.
- 11) Absolutely no tacks, nailing, of signage or decorations on café walls. No decoration will be hung from ceiling fans. **\*\*Scotch Blue Painter's Tape is the only approved tape to affix decorations**
- 12) Damage and Security Deposit. Not less than five (5) business days prior to your use, you must deliver a check in the amount of one hundred (\$100.00) dollars, payable to Unity Christian Church. This check will serve as a damage and security deposit. Following your use, if there is no damage to the church (over and above normal wear and tear), and the space you used was properly restored per the terms of this agreement, the check will be returned to you.
- 13) Fire & Safety Regulations. For your safety, all fire regulations must be observed. Specifically, you may not block, or otherwise impede, any hallway, entryway, room door, or emergency exit.
- 14) No additional seating may be added to the Café without prior approval. Photographers and/or videographers may not impede traffic flow with tripods. All cords and cables must be taped down to avoid tripping.
- 15) Parking in the lot behind the church is at the car owner's sole risk. No parking is permitted in the spaces reserved for the neighboring business. Violators will be towed. We recommend you advise your members and guests of these restrictions. The Approving Authority will provide additional information as needed based on the time and date of the event.

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CUSTODIAL FEE SCHEDULE

USERS

Unity members

Groups who are not non-profit

Non-profit groups

Use of Kitchen

Security Deposit

BASIC RENTAL FEES PER EVENT

Nominal Donation

\$60.00 per hour  
\$75 set-up/breakdown fee

\$50.00 per hour  
\$60 set-up/breakdown fee

\$25.00

\$100.00

It is understood that the Responsible Party will be accountable for any property damage and cleanliness as a result of our use and will abide by instructions supplied by Unity Christian Church, or a designated staff person. We have read and agree to follow the Building Use Guidelines detailed on this form. Unity Christian Church retains the right to cancel any Building Use Agreement if the content of the contractual agreement is not complied with. Payment will be required before the group is allowed to use the building. A Building Use Agreement must be completed, signed and approved prior to use. The Responsible Party should notify the undersigned Approving Authority no later than twenty-four (24) hours prior to the event, if they are unable to use the building at their agreed upon day/time. If the scheduled event time is on a weekend, the cancellation must be made no later than Friday NOON (12pm). **No Refunds Will Be Given**

(Initial) \_\_\_\_\_ I have read and understand the Building Use Contract.

\_\_\_\_\_ I understand the Security Deposit will be returned if all requirements have been met as stated in the contract and check List.

\_\_\_\_\_ I understand that the Security Deposit may not cover all damages occurring during the scheduled contract period and I would be responsible for all charges.

Use fee: \$ \_\_\_\_\_ (see fee schedule)                      Dated paid: \_\_\_\_\_

Signed (Responsible Party) \_\_\_\_\_ Date \_\_\_\_\_

Approving authority \_\_\_\_\_ Date \_\_\_\_\_

Printed name: \_\_\_\_\_ (Contact number) \_\_\_\_\_



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**Closing Check List**

***A café representative will walk through the check list with the responsible party***

\_\_\_\_\_ Return items to their original location (café tables, chairs, etc...)

\_\_\_\_\_ Remove all decorations and “Scotch Blue” painter’s tape

\_\_\_\_\_ Room(s) swept clean and mopped, as needed

\_\_\_\_\_ Conference room and children’s playroom vacuumed (if used)

\_\_\_\_\_ Bathroom cleaned and trash removed

\_\_\_\_\_ Kitchen cleaned and items/utensils washed and put away

\_\_\_\_\_ Kitchen and café countertops wiped down

\_\_\_\_\_ Stoves, coffee pots, etc. turned off

\_\_\_\_\_ Chairs/tables cleaned

\_\_\_\_\_ Cafe’ trash removed

\_\_\_\_\_ Lights and fans off

\_\_\_\_\_ Exterior doors closed and locked

\_\_\_\_\_ Electronics turned off

\_\_\_\_\_ Secure back door

Comments: \_\_\_\_\_

Name of group: \_\_\_\_\_ Telephone: \_\_\_\_\_

Responsible Party (printed name/signature): \_\_\_\_\_

Café Representative (printed name/signature): \_\_\_\_\_ Date: \_\_\_\_\_