

The Unitarian Church of Montpelier
130 Main Street
Montpelier, VT 05602
802-223-7861

BUILDING USE AGREEMENT

I, _____, on behalf of _____,
(name of contact person) (name of organization if applicable)

agree to rent the _____ at the Unitarian Church of Montpelier for the dates/times and purposes specified on the reverse side of this form, for a fee of \$_____.

I understand that no other uses than those specified are permitted. I further agree to the following:

In addition to the building use fee is a refundable security deposit of \$100.00 (unless waived). The fee is payable by separate check which will be returned to you uncashed upon the return of building key(s), provided the facilities are left in good order, with no damage and no excessive cleaning necessary. Please try to leave our facilities in the same or better condition as you found them.

Cancellations by the Renter

If you decide not to use our church, we would appreciate letting us know. Please make a call to 802-223-7861 extension 5 or send an email to ucm.space@gmail.com. With advance notice, we can provide partial refunds as follows:

- With one month notice: full refund
- With less than one month but more than 2 weeks notice: 50% refund
- With less than two weeks but more than 1 week notice: 25% refund
- With less than one week notice, no refund is available

To secure your reservation, the entire rental fee must accompany this form. Mail to: Office Assistant/Rental Coordinator, Unitarian Church of Montpelier, 130 Main Street, Montpelier, VT 05602.

I/we assume personal responsibility for the reasonable care of facilities including equipment during our use of them. I/we have read and understand the Guidelines and Requirements for Use of Space and agree that they become part of this agreement and that we will abide by them.

I/we understand that Church officers and staff may monitor use of Church property at any time.

By my signature below, I affirm that I have read, understand, and agree to the above terms and the guidelines on the accompanying checklist sheet. I have retained a copy of this document and the accompanying material. If I will not be present at the event, I will ensure that the person responsible for compliance at the event has copies of these documents.

(signature)

(date)