

**Unitarian Universalist Society of Rockport
4 Cleaves Street, Rockport, MA 01966
978-546-2989
rockportuu@rockportuu.org**

**Responsibilities/Liabilities
of Group leader and/or church sponsor**

**The group leader, and event facilitator, or church sponsor,
should be present at the event at all times.**

WE ARE PLEASED TO OFFER CHURCH FACILITIES TO A NUMBER OF GROUPS IN OUR COMMUNITY. THIS IS A VALUABLE BUILDING - HOUSING PEWS AND OTHER FURNITURE, MUSICAL INSTRUMENTS, SOUND EQUIPMENT, SUNDAY SCHOOL MATERIALS, ARTWORK, CARPETING ETC. THE BUILDING IS IN REGULAR USE AND WE NEED EVERYONES HELP TO KEEP IT CLEAN AND NEAT, READY FOR THE NEXT GROUP OR PERSON.

Access to the building will be gained through coordination with the Sexton and/or Church Administrator

The Police need to be notified about any large functions so that they can authorize parking around the church and keep an eye on extra traffic. **978-546-3444.**

Security: If you see a person who is not part of your group, politely ask the person their reason for being here. If you are at all suspicious contact the Police at **978-546-3993.**

Sexton: See Rental Policy fee schedule.

Event Facilitator: Necessary for all non-church sponsored single events.

Before you leave: Turn off all lights, put the thermostat back down to 62 (located by the kitchen door opposite the church calendar) and turn off all electrical appliances e.g. the sound system and coffee pots.

Trash Removal: Please clean up your own trash; there is a trash can and a recycling bin in the kitchen.

Kitchen use: Bag trash (bags under sink), wash and put any kitchen items you have used away. Do not leave leftovers in the fridge. Clean all surfaces and ovens, etc. that you have used.

Furniture: Put all chairs, tables and other furniture back where you found it. If you use the stage area it is especially important that everything is returned to its original position.

Office Equipment: The use of office equipment is not included in any rental.

Alcoholic Beverages: No alcoholic beverages may be sold on the premises. Moderate consumption of alcohol by adults (beer and wine) is permitted when served as part of a dinner or reception. Please indicate this on the 'Request for Space form.' Also see Alcohol Policy.

Absolutely **no food or drinks** are allowed in the Sanctuary at any time.

No Smoking: This is a no smoking building at all times.

Please make separate checks. The fee for the church and the returnable deposit on the sound equipment is written to, 'Unitarian Universalist Society of Rockport'. The sexton's fee is written to Joe DiAngelo. Fees are to be paid two weeks before the event, unless otherwise arranged with the Church Administrator.

I agree to these conditions for use of church facilities.

Signature _____ Name _____

Date _____ Home phone _____ Day time phone _____

Address _____

Liability Coverage

I, _____ understand and acknowledge that the Unitarian Universalist Society of Rockport is not providing liability insurance. On behalf of _____ (organization), I hereby certify that _____ (organization) has liability insurance covering this event and naming the UU Church as an additional insured. As a prerequisite for use of the UU Church, I agree to provide a certificate of insurance, in a form satisfactory to the UU Church at least 48 hours prior to the event.

On behalf of _____ (organization, it's members, heirs and assigns)
I, _____ agree to hold harmless, defend, and to indemnify UUSR for any losses due to bodily injury, death, or any other cause of action, allegedly incurred as a result of the event held on _____ (date).

Signature of event representative Date _____

Name of Organization

This agreement must be renewed yearly. Any activity promoted in this facility must be in accordance with the law.