

SHORT-TERM BUILDING USE AGREEMENT

Today's Date: _____

Wichita United Church of Christ, or as may hereafter be referred to as WUCC, which owns the property at 5200 E. 31st St. S., Wichita, KS 67210 (church building) and _____, or as may hereafter be referred to as User, agree to facility use of above premises and specified property under the following terms:

1. Contact person(s) for User:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

2. For the use of the following rooms/space: _____

Event: _____

3. On the following date(s) or day(s): _____

4. Time: From _____ am/pm To _____ am/pm

5. Approx. number of people attending _____

6. Will you be charging an admission/registration fee? _____

7. Usage Fee: _____ **Cleaning/Damage Deposit: \$150**

*Per Usage fee schedule as set by WUCC, available in the Church Office.
The Cleaning/Damage Deposit will be fully refundable provided the premises is left in a clean, orderly, and undamaged condition, after all keys have been returned (if applicable). Additional fees may be charged, per the terms of this agreement.

8. Key(s) Issued? _____; How many? _____; Keys returned? _____

9. Insurance Required? _____; If so, Certificate of Insurance received? _____

This agreement is granted upon and subject to these additional terms and conditions:

1. This agreement is consistent with the goal of Wichita United Church of Christ to further its Christian mission in the community of Wichita.
2. A material condition of this agreement is that the User will show “good faith” in its actions and conduct its use of the premises at all times in a manner to demonstrate high regard for WUCC's property. The User shall comply with all use requirements and “house rules” as requested by WUCC. The sanctuary and all other property of WUCC shall be treated with respect and high regard. It is a material provision of this agreement that all minors shall be under the direct supervision of an adult at all times.
3. The User agrees to be legally and financially responsible for any injury to person or damage to property of User, any of its members, guests, or others coming onto the said property as a result of User’s activities. User agrees further to indemnify and hold harmless Wichita United Church of Christ from any and all liability, damage and expense arising from or out of its use of any portion of said property, including the parking lot. User agrees further to waive all legal claims on account of any loss, damage, or injury to person or property of the User, its members, guests or others coming onto said property, including the parking lot, as a result of User’s activities. This hold harmless and waiver clause is a consideration upon which this Use Agreement is granted. The absence of a demand by Wichita United Church of Christ that the User provide the evidence of liability coverage does not relieve User of responsibility under this clause.
4. The User is responsible for all set-up needs and return of space to its original condition. The User shall leave all spaces and property of Wichita United Church of Christ clean, orderly, and undamaged. The Cleaning/Damage deposit of \$150 is refundable to the extent that the User complies with this clause. This deposit does not preclude further monetary demands by WUCC in the event damage occurs, by whatever cause, during use of the said premises by the User, its members, guests, or others coming onto said property, including the parking lot, as a result of User’s activities.
5. The User will have responsible use of WUCC personal property as expressly agreed to by WUCC. It is agreed further that the kitchen area is space usable by the User, but the User expressly warrants that there will be no cooking or use of WUCC’s equipment or property without WUCC's expressed consent.
6. WUCC may, at its discretion, require the User to provide evidence of liability insurance. If WUCC does not require said coverage from User, it does not mean that WUCC waives its right to do so at any time and it may require, at its discretion, said coverage for specific events of the User. In the event WUCC so requires, liability coverage shall be for not less than \$1MM CGL and shall be in effect for the length of the User’s event which gives rise to WUCC’s demand.

Wichita United Church of Christ
5200 E. 31st St. S., Wichita, KS 67210
(316) 685-4451 admin@wichitaucc.org

7. WUCC is not responsible for lost or stolen articles. User is responsible for the security of all valuables and other items brought onto the church property.
8. User shall be responsible for any property loss or damage caused to the premises by their use, whether or not insurance coverage is in effect.
9. WUCC enters into this agreement with the "condition" that use of space of property by the User is subordinate to WUCC's need for the space or property at any time. WUCC will act in good faith to minimize disruption of User's use of space and property.
10. User may be provided, at the discretion of WUCC, keys to entry doors and all other spaces for which use is agreed.
11. User is expected to follow User Group Checklist provided by the church office.
12. No other portion of the premises or property or time of use other than expressly agreed to above is permitted without express consent of WUCC.
13. No smoking is ever allowed in the building and alcoholic beverages are allowed on the premises only with the express consent of WUCC.
14. Usage fee is non-refundable; but may be returned by WUCC at its discretion in the event the USER provides WUCC timely notice of the cancellation or postponement if its use of the premises, as agreed above
15. The Senior Minister or Church Board or may require renters to pay for additional services, such as additional set-up or cleaning by the Sexton, operation of the sound system, or clerical tasks such as printing programs or posters.

Signature of Representative for
Wichita United Church of Christ

Date

Signature of Representative for User

Date

Chklst rec'd _____