

# Chapel Use Responsibility Contract

## This document is available in large print.

We \_\_\_\_\_ (“User”) desire to use the facilities of  
 (name of nonprofit group or organization, or if wedding/family-name)  
**Emerson Unitarian Universalist Chapel of Ellisville (the “Chapel”). Multiple dates are listed in box below.**

Will this be used more than twice during a single year?  No  
 Yes, if so-list dates/times in box below rather than here

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM until Time: \_\_\_\_\_ AM/PM (see 9 below)

Purpose: \_\_\_\_\_

1. **Specific Chapel facilities required are as checked below:**

- Sanctuary
- Sanctuary, Kitchen, Hearth Room
- Sanctuary, Kitchen, Hearth Room, Large Class Room
- Kitchen, Hearth Room
- Kitchen, Hearth Room, Large Class Room
- Kitchen, Hearth Room, All Class Rooms
- Entire Chapel
- Other (explain on back)

**Multiple Dates**

AM/PM /	AM/PM
Start Time	/ End Time

- 2. **Additional fees may apply** (e.g., for Minister’s fee for life passages). The Minister will state his/her own fees for services to non-Chapel members/friends. Fees to the Minister are payable directly to him/her.
- 3. **Building Use Schedule of Fees** is attached to this document. In addition to these fees, user will be required to post a damage deposit, etc.
- 4. **Fixed Multiple Rental Dates** refer to the Multiple Usage fee column.
- 5. **Responsible Individual/User.** The Chapel requires an individual to be personally responsible under this agreement. The contact person will be that individual. The term “Users” will also apply to him/her.
- 6. **User.** By affixing a signature below, the User states that the User is either an individual or a non-profit group; that the use of the building for other than a life passage is open to the public. No for-profit corporation, group or individual may use this building for its own gain.

**Contact person for User will be:**

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

City, State Zip: \_\_\_\_\_

- 7. **User Responsibilities.** Users agree that he/she/they will have a representative stationed at the entrance to monitor those guests entering the premises. Doors will not be left unlocked and unattended (unless the Chapel administrator, Minister, or other officer is present). It is the User’s responsibility to insure that only their guests are in the portion of the building that is being rented. **All public doors have panic release handles for easy or emergency egress as required by fire code.** Users further agree to be responsible for any damages, and agree to replace/clean any equipment he/she/they have used. Users agree to serve only beer, wine and non-alcoholic beverages, and to insure that no minors are served alcoholic beverages. In the instance that beer and/or wine are/is served, Users agree to serve a non-alcoholic alternative. Smoking is not permitted anywhere on Chapel property. Use of tape on any wall is prohibited. The Chapel should be left in same condition as when the Users entered it, except for what could reasonably be expected with cleanup by vacuum, wet mop, and trash cans being emptied. All dishes should be in the dishwasher. No outdoor signage is permitted on or before the day of the event except directional signage on the day of the event.
- 8. **Cancellation.** If the event is cancelled within 10 days of making the reservation or three months prior to the event date, no Administrative fee will apply. If the event is cancelled after that time, up to 50% of the event fee may be required for cancellation. It is at the Board’s discretion to return the entire deposit and will be based solely on income lost from being unable to book another event for that time.
- 9. **Time Usage.** Events extending beyond 5 PM will be charged at evening rates. Events extending beyond 5 PM on a Friday will be charged at weekend rates. **In no instance may an event extend beyond 11 PM any day.**

10. **Indemnification.** User(s) agree(s) that the Chapel will not be liable to User(s), or to any persons claiming under or through User(s), including invitees and guests of the User(s); and Users agree they will be fully accountable to the Chapel and hold it harmless from liability or loss, including reasonable attorney fees, with respect to damage of the Chapel in the course of providing any facilities for services in connection with such use.
11. **Performance of the Agreement** is subject to acts of God, war, government regulation (including governmental advisories, quarantines and curfews), disaster, fire, strikes or other labor disputes, delays in transportation, civil disorder, terrorism, or any other extraordinary occurrence beyond the control of either party making it impossible, illegal or inadvisable for participants to attend, or creating a significant risk to participants' health or safety.

**I have received and read the Chapel Building Use Policy and attached Building Schedule of Fees and agree to said policies and fees.**

User \_\_\_\_\_ Date \_\_\_\_\_

**Any special requests or requirements of Users should be noted on back.**

**FOR CHAPEL USE BELOW**

**User:**  501(c)3 letter attached (for 20% reduction in fees)  A non-profit group without letter (no reduction in fees apply)

Member or Friend Usage (must have demonstrated support to Chapel for at least two years of \$600/yr to request fee waiver—the member/friend must leave deposit check for usage). Fee Waiver will be granted to the Central Midwest District, St. Louis Area UU Council, or any affiliate or associate of the UUA, no deposit is required by any of these groups.

**Use:**  Wedding  Life Passage or Other use, please explain in the space below

Other use: \_\_\_\_\_

**Deposit received (standard damage deposit fee): check number \_\_\_\_\_ \$ 500**

This check will not be cashed unless the building (or any portion of it) is damaged by the User.

**\$125 Check for Facilities Coordinator: check number \_\_\_\_\_**

Due and made payable to the Coordinator on the day of the event, or rehearsal if for a wedding

**\$40 Check for Sexton: check number \_\_\_\_\_**

Due and made payable to the Sexton on the day of the event, or rehearsal if for a wedding.

**Use Fee Received, check number \_\_\_\_\_ \$**

The approved Schedule of Fees is attached. This fee is required at the time the event is scheduled.

**Total Received \$ \_\_\_\_\_**

\_\_\_\_\_  
Authorized Chapel Representative Date

Use this space to record any other event inquiry for this date. Please note if event was lost due to event scheduling.

event lost  
 event scheduled \_\_\_\_\_

\_\_\_\_\_  
Name of User/group date Calendared initials

# Definitions and Notes

## This Section May Be Requested in Large Print

### Chapel Accommodations

Sanctuary will hold 150 people seated. The Hearth Room will hold 125 people standing, 60 people seated at tables. Large classrooms accommodate varying numbers of people standing and seated. A tour may be arranged by contacting the Chapel Administrator. All events have use of tables and chairs available at the Chapel. Additional rentals may be available, please discuss this with the Facilities Coordinator. The Building is not available from 9 AM Sunday morning through 1 PM Sunday afternoon. Regularly scheduled Chapel events will take priority for scheduling.

### Weddings

Wedding package includes two hours rehearsal time, four hours on the day of the event, and the cleaning service. You must pay for the services of our Facilitator and Sexton. You may use your own caterer and the kitchen. You may use our Minister (contact Minister directly for ministerial fees) or use your own Minister. You may use the stereo system for recorded music, or our piano. The wedding package includes the use of the entire Chapel, chairs, and tables.

### Life Passages

Life Passages are defined to be:

- Marriage, union or other commitment ceremony between two individuals
- Child dedication or naming ceremony
- Memorial or funeral service
- Significant life passage (75<sup>th</sup> or greater birthday celebration; 50<sup>th</sup> or greater wedding anniversary)
- Retirement parties
- Coming of age events (Bar Mitzvah, Mat Mitzvah, Bridging Ceremonies, Coming of Age, etc)

Any other event must be approved by the board of the Chapel.

### Notes

-Entire Chapel includes all areas except the Administrative Area.

-This fee schedule is for users who wish to use the building for more than two uses within one year.

Non-profit groups with 501(c)3 letter (letter must be presented at the time of the contract initiation) may request a 20% reduction in fees. A copy of the 501c3 letter must be attached to this document for our files.

-Members and friends of the Chapel are welcome to use the building for life passages at no charge (a deposit check must be submitted against damages, but will be returned if no damages have occurred) provided the Member/Friend has a giving history to the Chapel for not less than two years of \$600 or greater.

Events (except weddings) extending beyond 5 PM will be charged at evening rates. Events extending beyond 5 PM on a Friday will be charged at weekend rates. **In no instance may an event extend beyond 11 PM any day. No loud music past 10 PM.**

Schedule of Fees	Single Use, up to # hours			Single or Multiple Use	Multiple Use Per Use Fee		Facilities Coordinator *** Shown Per Use Fee	
	2	4	8	Each Add'l Hour	Up to 4 hours	Up to 8 hours	Single Use	Multiple Use
Sanctuary, M -F 8 A – 5 P*	\$ 175	\$ 250	\$ 350	\$ 75	\$ 200	\$ 300	\$ 50	\$ 25
Sanctuary, M-Th 5 P – 10 P*	\$ 200	\$ 275	\$ 375	\$ 100	\$ 250	\$ 350	\$ 75	\$ 50
Sanctuary, weekend <sup>++</sup>	\$ 250	\$ 300	\$ 500	\$ 175	\$ 350	\$ 400	\$ 75	\$ 25
Sanctuary, Hearth, Kitchen, M – F 8 A – 5 P*	\$ 200	\$ 250	\$ 350	\$ 75	\$ 200	\$ 275	\$ 25	\$ 15
Sanctuary, Hearth Room, Kitchen, M – Th 5 P – 10 P*	\$ 225	\$ 275	\$ 400	\$ 100	\$ 225	\$ 325	\$ 30	\$ 20
Sanctuary, Hearth Room ('Hearth'), Kitchen, weekend <sup>++</sup>	\$ 250	\$ 300	\$ 450	\$ 125	\$ 250	\$ 350	\$ 25	\$ 15
Hearth Rm & Kitchen, M – F 8 A – 5 P*	\$ 75	\$ 125	\$ 100	\$ 50	\$ 75	\$ 50	\$ 25	\$ 15
Hearth Rm & Kitchen, M – Th 5 P – 10 P*	\$ 100	\$ 150	\$ 150	\$ 75	\$ 75	\$ 100	\$ 30	\$ 20
Hearth Rm & Kitchen, weekend <sup>++</sup>	\$ 125	\$ 175	\$ 200	\$ 100	\$ 125	\$ 150	\$ 30	\$ 20
Large (Lg) Classroom, Hearth & Kitchen, M – F 8 A – 5 P*	\$ 50	\$ 100	\$ 150	\$ 25	\$ 50	\$ 50	\$ 25	\$ 15
Large (Lg) Classroom, Hearth & Kitchen, M-Th 5 P – 10 P*	\$ 75	\$ 125	\$ 200	\$ 50	\$ 50	\$ 50	\$ 25	\$ 15
Large (Lg) Classroom, Hearth & Kitchen, weekend <sup>++</sup>	\$ 125	\$ 200	\$ 250	\$ 75	\$ 50	\$ 50	\$ 25	\$ 15
All Classrooms, with Hearth & Kitchen M – Th , M – F 8 A – 5 P*	\$ 100	\$ 200	\$ 350	\$ 25	\$ 100	\$ 100	\$ 25	\$ 15
All Classrooms, with Hearth & Kitchen M – Th 5 P – 10 P*	\$ 125	\$ 250	\$ 400	\$ 50	\$ 100	\$ 100	\$ 25	\$ 15
All Classrooms, with Hearth & Kitchen weekend <sup>++</sup>	\$ 150	\$ 250	\$ 400	\$ 75	\$ 100	\$ 100	\$ 25	\$ 15
Sanctuary, Hearth/Kitchen, Lg Classroom, M – F 8 A – 5 P*	\$ 175	\$ 225	\$ 400	\$ 75	\$ 175	\$ 250	\$ 25	\$ 15
Sanctuary, Hearth/Kitchen, Lg Classroom, M – Th 5 P – 10 P*	\$ 200	\$ 250	\$ 450	\$ 100	\$ 200	\$ 300	\$ 30	\$ 20
Sanctuary, Hearth/Kitchen, Lg Classroom, weekend <sup>++</sup>	\$ 250	\$ 300	\$ 550	\$ 125	\$ 250	\$ 400	\$ 30	\$ 20
Entire Chapel, M – F 8 A – 5 P*	\$ 275	\$ 325	\$ 500	\$ 125	\$ 275	\$ 450	\$ 25	\$ 15
Entire Chapel <sup>++</sup> , all other times <sup>++</sup>	\$ 300	\$ 350	\$ 650	\$ 125	\$ 300	\$ 500	\$ 30	\$ 20
Weddings <sup>++</sup>	\$ 500 + \$40 Sexton				NA	NA	\$ 125	NA

\* Events must start and end during this time period, if the event goes over 5 PM, use evening 2 or 4 hours for computation. If the event runs over into a Friday evening, use weekend usage for computation. All events must stop by 11 PM, **no exceptions**. No loud music after 10 PM.

\*\* Weddings include the entire Chapel, two hours rehearsal time, and four hours usage of the building for the day of the ceremony. You may use your own caterer or discuss needs with our Facilities Coordinator. You may use the sound system (operated by the Chapel Facilities Coordinator), or piano. The Minister's fee is separate, and you may use our Minister (minister@emersonuuchapel.org) or your own Minister. You must provide your own musicians.

\*\*\* May be waived if a Board member or member of church staff takes responsibility for building lock up and preparation of Chapel for next event; if the fee is paid in connection with another building use, the additional fee is waived.

<sup>++</sup> **The Chapel is not available for rental on Sunday, from 9 AM – 1 PM, or overnight at any time.**