

CVUU Building Use Agreement Form

The following requirements apply to use of the CVUU building and assembly space:

Church Property: The reserving group/individual shall not remove any church hymnals, banners, alter items, furnishings or any other church possessions from the building. If any items are moved for event arrangements, they need to be replaced in their original place by the renting party. No church property shall be permanently altered or harmed.

Kitchen: The kitchen facilities may not be used to cook food for group events, only to warm up and serve food. This is a requirement established by Logan City. Renter may use any CVUU kitchen appliances, silverware, dishes, glasses, or serving utensils, but must wash and return these items to their original location at the end of the event.

Phone: The telephone is for local calls only; renter is liable for any long-distance charges incurred during their event.

Fire regulations: All building exits must remain open and free of obstructions during building use.

Adult Supervision: Adult supervision is required for all participants under the age of 18.

Alcohol and Tobacco: Alcoholic beverages may be consumed in moderation. The selling of alcohol or serving alcohol to minors is strictly forbidden. This is a smoke free building. Smoking outside is not allowed within 50 feet of entrance doors.

Weddings: We ask that your guests only use birdseed or other similar materials outside the church. Please do not use rice or confetti in the building or anywhere on the premises.

Set-up: We prefer that you do not enter the building any earlier than the time stated on your confirmed reservation. If you see any damages to the CVUU building upon your initial entry, please call the building use manager or their other CVUU contact person and they will quickly take action to correct the damage.

Walk-Through: For non-CVUU events or CVUU member-sponsored events where a CVUU member is not present during the meeting, there is a mandatory informational walk-through of the rented room(s). This requirement also applies for all renters who are not familiar with the building. Please call the building manager at least eight days prior to your reservation date to schedule a walk-through.

Clean-up: Renters/users must leave the building in the same condition as they found it for their event. Renters are responsible for clean-up of the building after each event. Upon exiting the church, make sure all lights are turned off, the garbage is taken out, and all doors and windows are locked. See the CVUU Building Close-Up Procedures and Checklist for Security Deposit Return for a complete list of renter/user responsibilities.

Security Deposits: Security Deposits are required from all non-CVUU individuals or groups who rent the building (see CVUU Building Rental Rate Sheet for amount). A full refund of the security deposit will be mailed by check to the contact person address listed on the application in approximately 2 weeks after the event if: (1) all rules and regulations are adhered to, (2) there were no negligent damages to church possessions or the building, and (3) the surrounding property was free and clear of debris.

Cancellation Policy: Renters may cancel their reservation for the building with full refund of any prepaid rental fee by contacting the CVUU building use manager up to 48 hours of the scheduled start time for the event. If the event is cancelled after this time, only 50% of the rental fee will be refunded. All refunds will be mailed by CVUU within four weeks following the notice of cancellation.

Liability: By signing this Building Use Agreement Form, the authorized individual and the reserving group they represent agrees to hold harmless the CVUU from liability or responsibility for property loss, damages, injuries, or deaths associated with the use of the CVUU building for the agreed upon event.

These guidelines, rules and responsibilities cover all interior and exterior areas of the CVUU property.

By signing below, I agree to abide by all terms and procedures outlined in this document and guarantee payment of any rental fees or security deposits:

Reserving Group Representative

Date: _____

CVUU Building Use Manager or Representative

Date: _____

CVUU Building Close-Up Procedures and Checklist for Security Deposit Return

Place a checkmark next to each item after completion:

1. Kitchen checklist:

- Wipe all tables and kitchen counters/appliances with a damp cloth
- Run dishwasher for any CVUU dishware or cutlery used
- Clean up spills and sweep/mop floors as necessary
- Be sure stove/oven/coffee pots are turned off.
- Remove your food items from refrigerator
- Remove all renter trash to outdoors trashcan (in front of garage)

2. Upstairs checklist:

- Remove all event decorations
- Return (do not drag) all chairs and tables to original locations
- Clean up spills and sweep/mop/vacuum floors as necessary
- Check and clean bathrooms if necessary
- All windows and doors closed and locked.
- All lights turned off.
- Adjust the indoor temperature using the red/blue arrows. Please set air conditioner temperature at 78 degrees (summer) or set furnace temperature down to 66 degrees (winter).

3. Basement checklist (whether or not basement was used):

- All lights turned off.
- Check that there is no water running.
- Check and clean bathrooms if necessary
- Close and lock all windows and doors.

4. Garage checklist.

- Lock both garage doors.
- All lights turned off.
- Unplug or turn off heater unit

5. Outdoor checklist:

- Pickup outside entryways and sidewalks
- Close and latch both gates to backyard

6. Key return:

- Put the building key and this checklist paper in a sealed envelope and drop it through the mail slot after you have completed the lock up.

Individual submitting checklist: _____ (name)

CVUU verification (for Security Deposit return): _____ (Building Use Mgr initials)

CVUU Building Use Rental Rates


Official CVUU Events:

Agreement form: Building use application is not required, but notification of Building Use Manager is required to schedule the event.
Rental fee: No rental fee.
Security deposit: No security deposit required.

Unofficial Events Sponsored by CVUU Member:

Agreement form: Building use application is required, and approval by CVUU Building Use Manager is required to schedule the event.
Rental fee: Rental fees depend on the size and nature of the event:
Small group events (up to 20 people)
Kitchen and main room only: \$25.00 per event
Also other areas (including yard): \$50.00 per event
Large group events (20+ people)
Kitchen and main room only: \$50.00 per event
Also other areas (including yard): \$100.00 per event
Other events – rate negotiated with building use manager.
Security deposit: No security deposit required. CVUU sponsor is responsible to ensure clean-up and lock-up procedures are followed.

All Other Events:

Agreement form: Building use application is required, and approval by CVUU Board is required to schedule the event.
Rental fee: Rental fees depend on the size and nature of the event:
Small group events (up to 20 people)
Kitchen and main room only: \$50.00 per event
Also other areas (including yard): \$100.00 per event
Large group events (20+ people)
Kitchen and main room only: \$100.00 per event
Also other areas (including yard): \$200.00 per event
Other events – rate negotiated with building use manager. 
Security deposit: A \$100.00 security deposit is required. Security deposit will be refunded within 2 weeks if all policies and procedures are followed, no damage is found, and building is clean.

Requests for regular or recurring use of the building, and special requests to reduce or waive building fees or to negotiate in-kind services in lieu of payment can be negotiated with the CVUU Building Use Manager with approval by the CVUU Board.