

SWC Facilities Use Agreement Form

This agreement is between the Southwest Conference UCC (SWCUCC) and:

Name of Organization/User _____
Address _____
Contact Person _____ Address _____
e-mail _____ phone _____ FAX _____

The user agrees to provide a certificate of insurance to the SWCUCC which shows evidence of general liability coverage of not less than One Million Dollars per occurrence. User also agrees to have the SWCUCC named as "Additional Insured" on its policy for the dates of facilities rental for claims which arise out of renter's operations brought against the SWCUCC by User's employees, agents, partners, family members, students, customers, event attendees, guests, invitees, organization members or associates. User also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the SWCUCC.

Liability Insurance Carrier _____ Policy# _____
Insurance requirement waived by _____ date _____

Type of activity _____
Number of participants _____
Access time desired _____ Event beginning time _____ Event end _____
Date rental deposit paid _____ Amount _____
Date \$50 security deposit paid _____

_____ \$25 per hour **Minor Kitchen Use** constitutes use of electric coffee pot, sink and serving simple refreshments and use of the dining area.

_____ \$50 per hour **Full Kitchen Use** constitutes use of coffee pots, stove, refrigerator, other kitchen appliances for serving of meals and/or potluck meals and the use of the dining area. The group renting the facility will be responsible for bringing their own supplies, such as paper towels, napkins, dishes and service utensils. All furniture and fixtures must be returned to their positions upon completion of use. No church property will be removed from the premises.

_____ \$75 per hour **Multiple Purpose Room**, video projection equipment, tables and chairs.

_____ At the end of the event, the user agrees to return tables and chairs to their storage areas.

_____ **Agreed upon combination of fees.**

Hold Harmless

User agrees to release and hold harmless SWCUCC and its members for any and all liability assumed or incurred in the course of using requested church facilities. User is entirely responsible for the health and welfare of its participants.

By signing below, the user agrees to the terms above and acknowledges having read and agrees to all the terms set forth in the Building Use Guidelines form attached to this document.

Signature (User)

Date

SWC UCC

Date