

Facilities Usage Policies
Unitarian Universalist Society of Wellesley Hills (“UUSWH”)
309 Washington St., Wellesley, MA 02481
info@uuwellesley.org 781-235-7423

This document includes the terms and conditions for rental of our facilities.

Facility User acknowledges that a rental agreement for the use of the agreed-upon space(s) at the designated times is revocable at any time, in writing, at the sole discretion of UUSWH or its designee; and this agreement creates no landlord-tenant relationship and shall not be deemed to be a lease. Upon any such revocation, any prepaid User Fee is to be returned.

Cleaning

The Facility User is required to collect and remove all trash at the conclusion of the Event. Space being rented is to be returned in the same condition in which it was found at the beginning of the rental period. **Unless a church-designated custodian is engaged by Facility User, the Facility User is required to collect and remove all trash at the conclusion of the Event.**

Alcohol

Alcoholic beverages are NOT permitted without written permission. All persons serving alcohol on the property of UUSWH must abide by the rules and regulations of the town of Wellesley as well as UUSWH’s Alcohol Policy which can be requested from the Church Office. **All** functions serving alcohol must obtain a Certificate of Insurance.

Capacity

The maximum number of participants must not exceed the capacity of the space being rented.

Certificates of Insurance

Under certain circumstances, UUSWH may require a certificate of insurance with UUSWH named as co-insured for all events unless the requirement is waived in writing.

Restrictions for Facility User

The Facility User agrees to comply with the following facility restrictions. Failure to comply will result in the termination of this agreement.

1. All events must end by the designated time, including removal of all event materials and signs.
2. Parking is permitted only in the Church parking lot. Under no circumstances is parking permitted on the lawn or planted areas.
3. Requests to use amplification (voice or sound) must be listed under “Event Information” above and is subject to approval.
4. The use of tacks, staples, nails or tape on walls, doors, windows or molding is prohibited.
5. The removal of any existing UUSWH related signage or decorations is prohibited, as is the removal of any property or materials provided for use.
6. Smoking in any part of the building, including restrooms is prohibited.
7. On-site signage or advertisements noting usage of facility by the Facility User must be pre-approved.
8. Lighted candles are permitted only with written permission.
9. No dogs, except service dogs, are allowed in the buildings. Dogs on church property shall be leashed at all times.
10. The heating system may only be adjusted with prior approval and must be turned back to the original setting when the activity ends.

Discretion

UUSWH has the absolute and sole discretion to refuse the use of its facilities to any person or entity.

Disclaimer

UUSWH assumes no responsibility for any materials delivered to or left at the facility prior to, during, or following the scheduled use.

Snow Removal

UUSWH provides snow removal but can make no assurance that the lot will be cleared for the use of our facilities during large snowstorms.

Changes

Additional reasonable policies, rules, or restrictions may be issued by UUSWH and shall apply to Facility User if the Facility User is notified in writing by UUSWH.

Liability Agreement

The individual or group requesting to use UUSWH building(s) ("Facility User") is liable for all damages to facilities or equipment that results from this usage. This liability extends to the entire cost of restoring the facilities and equipment to full working condition. The applicant will be responsible for all danger to life and property arising out of its activities or the acts of its agents or employees in connection with the use of the facilities. The Facility User agrees to protect, indemnify, and save harmless UUSWH, its officers, agents, and employees from and against all claims, demands, causes of action, and liability of any kind arising out of or sustained by virtue of its use of the facilities authorized by this Facilities Use application.

As part of the consideration for being allowed to use the facility, buildings, and grounds, as well as related appliances and fixtures during the event/activity, the Facility User hereby assumes all risk in connection with participation in the activity. Facility User releases UUSWH, its Board of Trustees, representatives, employees, or agents from any claim by the undersigned member of the Facility User, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity.

Additional Information

Problems or Questions

Any problems or questions regarding the delivery, set up, or clean up policy or other matters should be directed to the Office Administrator: 781-235-7423, info@uuwellesley.org.