



KITCHEN USE

In case of damage to or breakage/loss of kitchen materials, the responsible party is expected to correct to like-new condition or pay for the damages in full, with building damage deposit applying. (See Fees section below.)

B. Every group, including catering services, is expected to leave the kitchen and its equipment clean and in place as it was found.

C. Individuals, members or organizations shall be responsible for providing tablecloths, dishes and other needed items unless included in the rental agreement. If included in the rental agreement, property of the church such as dishes, utensils and glasses should be cleaned and returned to the appropriate storage area before leaving the facility after the event. Tablecloths are to be properly cleaned, pressed and returned within one (1) day if included in rental agreement. (members-only benefit.)

D. The church administrator or designee must inspect the kitchen, facility and grounds following use for cleanliness and damage prior to the release of deposit.

USE OF EQUIPMENT

a. Any use of audiovisual equipment in the sanctuary requires consultation with a member of the audiovisual team from University Congregational Church. The audiovisual equipment will only be operated by a member of the audiovisual team. (See Fees section below.)

b. The use of additional audiovisual equipment, including the use of a computer, will require consultation with a member of the audiovisual team or qualified staff member. Unless the user is a member of the church, computer equipment is to be provided by group. For members and non-members, a fee will be incurred for the use of an audiovisual tech. (See Fees section below.)

c. No furniture (tables, chairs, etc.) or equipment belonging to the church may be loaned or removed from the building, except for official church functions, without prior notification of the church administrator. Any furnishings approved to be loaned shall be checked out and recorded on applicable forms prior to leaving the building.

d. Non-member groups using the facility may use tables, chairs and lecterns as approved in the use agreement.

FEES

A. For non-members and organizations, a refundable deposit will be required when facility, space or grounds are reserved. The fee will be applied against damage, as applicable, but otherwise shall be returned to the facility user at the end of their rental agreement term. See Fee Schedule Exhibit for deposit, rental fee and additional fees.

B. Fees, deposits and additional fees shall be charged per the Fee Schedule Exhibit. (The Cabinet shall review the fee schedule exhibit on a yearly basis.)



1. All applicable fees shall be paid in advance to "University Congregational Church of Missoula." Some fees may be waived or reduced at the discretion of the church administrator or Cabinet. Charges for damage or additional cleaning shall be withheld from the deposit as required.
2. The renter is responsible for any additional charges not covered by the deposit.
3. Fees will be refunded if the facilities and/or grounds are not available or if the reservation is cancelled twenty-four (24) business hours prior to scheduled usage. Business hours are the hours the church offices are open.
4. Any and all costs for damage due to renter, renter's guest or vandalism due to renter negligence shall be charged at cost plus 10% administration fee.