University Congregational Church Property Use and Agreement Form   
405 University Avenue Missoula, MT 59801 Phone: (460) 543 6952  
Email: [Uccadmin@uccmissoula.org](mailto:Uccadmin@uccmissoula.org)  
Name (Person/Organization): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_UCC Member? Yes\_\_\_ No\_\_\_

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

Name of the point of contact for event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of event(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UCC Building Rates | | | | | | | | |
| **Rooms** | **Rate** | **Custodial** | **Kitchen** | **Sound System (Includes Tech)** | **Recording/Streaming of Event** | **Organist** | **Additional Setup** | **Total** |
| Sanctuary | \_\_\_\_$300 | \_\_\_\_$75 | \* | \_\_\_\_$150 | \_\_\_\_\_\_$50 | \_\_\_\_$150 | \_\_\_$35 | **$**\_\_\_\_\_ |
| Narthex | \_\_\_\_$200 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
| Fireside Room | \_\_\_\_$200 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
| Courtyard | \_\_\_\_$200 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
| Classroom\*\* | \_\_\_\_$50 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
|  |  |  |  |  |  |  |  | **$**\_\_\_\_\_ |
| UCC Building Rates (Members & Friends) | | | | | | | | |
| **Rooms** | **Rate** | **Custodial** | **Kitchen** | **Sound System (Includes Tech)** | **Recording/Streaming of Event** | **Organist** | **Additional Setup** | **Total** |
| Sanctuary | \_\_\_\_$0 | \_\_\_\_$75 | \* | \_\_\_\_$150 | \_\_\_\_\_\_$50 | \_\_\_\_$150 | \_\_\_$35 | **$**\_\_\_\_\_ |
| Narthex | \_\_\_\_$0 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
| Fireside Room | \_\_\_\_$0 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
| Courtyard | \_\_\_\_$0 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
| Classroom\*\* | \_\_\_\_$0 | \_\_\_\_$75 | \_\_\_\_\_$75 | \_\_\_\_$100 | \_\_\_\_\_\_$50 |  | \_\_\_$35 | **$**\_\_\_\_\_ |
|  |  |  |  |  |  |  |  | **$**\_\_\_\_\_ |
|  |  |  |  |  |  |  |  |  |
| \* Food is not allowed in the Sanctuary except with permission of Pastor/Administrator | | | | | | | | |
| \*\*Classroom refers to Bay Window Room, Sunday School Room, Music Room | | | | | | | | |
| Note 1: Multiple room use charges are at the discretion of the Church Administrator | | | | | | | | |
| Note 2: Additional Setup fee charges are at the discretion of the Pastor or Church Administrator | | | | | | | | |

1. Members:
2. Active Participants and Friends may be considered Members for facility use by permission of the Pastor and/or Administrator.
3. Company owned by a member: the charge would be half of the building use rate plus appropriate custodial fee.
4. Standard Building Use:
5. For single use costs: use the attached form.
6. For-profit recurring use: For consecutive days up (up to three), there will be the room fee per day plus one $75 custodial fee (see note #3 below).
7. Notes:
8. $75 custodial fee is charged for all events regardless of membership status. This fee covers recurring use up to 3 days; on the 4th day of recurring use an additional custodial fee will accrue. If extra work is required such as moving pews or excessive clean-up, an additional fee of $35 will be invoiced.
9. A 10% deposit is required for reservations made over six months before the event. In the event of cancellation, the deposit will be returned. A final invoice following the event will be prepared by the Administrator to include breakage fee(s) if any, last-minute additional services, e.g. sound recording, moving pews, etc.
10. For multiple room use, i.e., Sanctuary use with narthex, or Fireside Room and kitchen, the cost will be the room rental fee plus $75 for the additional space (clean-up, set-up, etc.). Multiple room use charges are at the discretion of the church administrator.
11. Use of UCC musical equipment is by permission of the Music Coordinator only.
12. In special circumstances, the church administrator has the right to determine fees based on building and custodial impact.
13. Prices may change without notice.

**Release and Indemnity Agreement**

This release and Indemnity Agreement is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization or Individual) and University Congregational Church of Missoula (UCC of Missoula) for use of the church property at 405 University Avenue.

In Consideration of UCC of Missoula permitting the organization(s) or individual(s) listed above to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges UCC of Missoula and its administrator, employees, pastors, cabinet members, agents, officers, members, and/or volunteers from any and all liability, claims, demands, losses or damages arising out of the use of the property.

**Acceptance of Responsibility**

I/We agree to be responsible for the rates selected above. The conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the attached Building Use Policy. (A copy of the policy has been received.) I/We hereby consent to the Release and Indemnity Agreement.

If additional rooms/services are requested after the signing of this agreement, those rates will be added to the final bill.

If alcohol is provided, I/We have received the Alcohol Policy and agree to follow its terms.

Alcohol catering is being provided by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of signee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

*UCC Use Only (Below)*

Name of authorizer:

Signature of authorizing employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

8.28.2024 tg/af