

**UNITARIAN UNIVERSALIST COMMUNITY OF CASPER  
BUILDING USE POLICY, AGREEMENT FORM, AND GENERAL  
INFORMATION FOR USERS**

**BUILDING USE POLICY**

Statement of Purpose: While the primary function of the Unitarian Universalist Community of Casper (UU Casper) building is to benefit and serve the needs and interests of the congregation, we also want to be of service to the civic community, and therefore wish to make our building available for use by our members and friends, the general public, and organizations (User), where such use is not inconsistent with the mission, values, principles and policies of UU Casper.

In lieu of a set fee, good will donations will be appreciated.

Building use requests will be referred to a UU Casper Board-designated officer (the Contact Person), who will verify compliance with UU Casper mission and policies, check building availability, and consult with other Board members or committees if appropriate. UU Casper would generally require that requests be received at least one week prior to the period of use. UU Casper will make its best efforts to respond to building use requests within a reasonable time period.

UU Casper has the sole discretion to deny user requests. UU Casper also reserves the right to cancel previously approved requests for use, and shall not be liable to User or others for any such cancellation.

A UU Casper “Building Use Agreement” form must be completed and signed by User and a UU Casper officer prior to the period of use. After consulting with the Contact Person, any officer is authorized to sign the “Building Use Agreement.”

The Contact Person (or other officer) will notify board members of scheduled events, and will notify the [uucasper.org](http://uucasper.org) website administrator, who will add the event to the [uucasper.org](http://uucasper.org) calendar.

A “UU Casper Onsite Representative” must be present during the period of use. The “UU Casper Onsite Representative” is a UU Casper member or friend approved by the Contact Person (or other officer), who is familiar with UU Casper policies, as well as with building operations and security. The Onsite Representative is responsible for unlocking the building, monitoring compliance with policies, and locking up the building at the conclusion of the use. In special circumstances, such as recurring usage arrangements, the Contact Person (or other officer) may delegate this role to a sufficiently knowledgeable and trained User representative.

## **BUILDING USE POLICY (continued)**

Additionally, Users must agree to the following terms and conditions:

1. No illegal substances are allowed on the property.
2. No smoking allowed in the building.
3. User agrees to provide adequate supervision of any youth and children attending the event.
4. UU Casper is not responsible for any of User's equipment, supplies or personal property.
5. User agrees to conduct activities and maintain the property in a safe and secure manner.
6. User is responsible for leaving the property clean and in the original condition, including disposal of trash and return of equipment and furnishings to their original locations.
7. User is liable for any damage to the property that may occur from such usage, and is responsible for paying any costs of cleaning or replacing/repairing missing/damaged equipment or furnishings.
8. Users may not use the name of UU Casper on publicity or signage in a way that implies sponsorship of the event by UU Casper.
9. Unless User obtains advance written approval for exceptions from UU Casper, and agrees to comply with any and all conditions for such exceptions established by UU Casper,
  - a. Open flames are not permitted anywhere in the building.
  - b. No alcohol is allowed on the property.
  - c. Use of the piano, sound equipment and other technology, or wireless connection is not allowed.
  - d. Only table-top and free-standing decorations are permitted. No nails, tacks, screws, staples, nor tape may be used on walls or ceilings, or any other modifications made to the building

Adopted by Board 5/8/2017

**Addendum 7/2020: Until further notice, Users must also comply with UU Casper Covid-19 Policies and Procedures and Self-Screening requirements.**

**UNITARIAN UNIVERSALIST COMMUNITY OF CASPER**  
**1040 West 15<sup>th</sup> Street, Casper, WY 82604**  
**BUILDING USE AGREEMENT**

**Name of User/Organization:** \_\_\_\_\_

**Name of User Representative:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested Day(s):** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

**Estimated Number of Attendees:** \_\_\_\_\_

**Sound System/Technology Requested: No** \_\_\_ **Yes:**\_\_\_ **Describe:** \_\_\_\_\_

**Special arrangements/conditions:**

By signing below, I indicate that I am or I have the authority to represent User, and on behalf of User I indicate that I have read and agree to comply with the building use policies and (beginning 8/1/2020 until further notice) the Covid-19 policies and procedures of the Unitarian Universalist Community of Casper, including any special arrangements and/or conditions specified above.

\_\_\_\_\_  
**Authorized User Representative Signature**

\_\_\_\_\_  
**Date**

**Approved by:**

\_\_\_\_\_  
**UU Casper Officer**

\_\_\_\_\_  
**Date**

UU Casper Onsite Representative (or delegate): \_\_\_\_\_

UU Casper Building Use Contact Person:  
Alena Wagner, cell 307-259-9174, [alenaw@uucasper.org](mailto:alenaw@uucasper.org).

## **GENERAL INFORMATION FOR BUILDING USERS**

### **HEAT**

There are two thermostats; one in the lobby and one in the sanctuary next to the handicap access restroom door. You may turn up (down) the heat temporarily for the area you will be using following the instructions posted on each thermostat: press the up or down arrow button until the temperature you desire is displayed. Please do not press any other buttons! You do not need to reset the temperature when you leave (it will reset automatically).

### **STOVE USE**

In order to comply with Casper fire codes, the kitchen stove shall be used only for warming/reheating.

### **COFFEE**

There are 40 cup and 12 cup coffee makers in the kitchen. Directions for the 40 cup coffee maker are posted on the freezer door. Users are asked to provide their own coffee, tea, creamer and sweeteners. If you use the church's coffee and supplies, we request that you make a donation to allow us to replace these items.

### **SUPPLIES**

Utensils, dishes, silverware, towels, trash bags, and other kitchen supplies can be found in the kitchen cupboards. Cleaning supplies are located in the kitchen closet, and in the cabinet in the janitor's closet (in the sanctuary next to the handicapped bathroom).

### **CLEANING**

Cleaning procedures are posted in the janitor's closet and the kitchen. Please follow these procedures for the areas of the building you use, including bathrooms. In the interest of good health, all dishes must be thoroughly washed with hot water and soap/rinsed with hot water/dried with a clean cloth/returned to cabinets and drawers. Also, dispose of trash and return equipment and furnishings to their original locations.

### **FIRE EXIT PROCEDURES**

For events in the Sanctuary, follow the "**FIRE EXIT/SECURITY PROCEDURES FOR SANCTUARY EVENTS**" posted at the front (south) and back (north) sanctuary doors.

### **SECURITY**

When you leave, turn off all interior lights, except for the strip of lights along the east wall of the sanctuary. The outside security lights stay on automatically. Please make sure all doors are securely locked, including deadbolts.

### **QUESTION/ISSUES**

Please work with the Onsite Representative to resolve questions/issues, or phone/text the contact person listed at the bottom of the Usage Agreement.

*Thank you for the opportunity to help make your event successful and enjoyable!*

*The Unitarian Universalist Community of Casper*

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