



# Buckman Bridge Unitarian Universalist Church

8447 Manresa Avenue  
Jacksonville, FL 32244

P.O. Box 844  
Orange Park, FL 32067

Phone: (904) 276-3739  
www.BBUUC.org

## Facility Rental Agreement

This agreement is between the BUCKMAN BRIDGE UNITARIAN UNIVERSALIST CHURCH (BBUUC) herein referred to as Lessor, and \_\_\_\_\_, herein referred to as Lessee, for the rental of the facility at 8447 Manresa Avenue on \_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_, for the amount of \$\_\_\_\_\_ for use as noted below:

- \$\_\_\_\_\_ for the Sanctuary ( \_\_\_ hours)
- \$\_\_\_\_\_ for the classrooms (# of rooms needed\_\_\_\_\_)
- \$\_\_\_\_\_ for extended rental time
- \$\_\_\_\_\_ for the AV use
- \$\_\_\_\_\_ for table set-up (\$5 per)
- \$\_\_\_\_\_ for tablecloth rental (\$5 per)
- \$\_\_\_\_\_ for the kitchen
- \$\_\_\_\_\_ for chair rearrangement (\$1 per)
- \$\_\_\_\_\_ Total rental charge**

Deposit of \$\_\_\_\_\_ was received on \_\_\_\_\_.

The remainder \$\_\_\_\_\_ of the rental charge is due on \_\_\_\_\_, along with the \$\_\_\_\_\_ refundable kitchen deposit.

A thirty-day notice shall be given by either party to this agreement in the event that termination is desired.

The rental agreement includes the use of the restroom facilities. Additional building rentals can be negotiated and scheduled as agreed upon.

Contact information on the attached application form should be completed and submitted with this agreement. The BBUUC Office Assistant and/or the church Sexton will be your contact for any issues surrounding the use of the building. The facilities may be used only to the extent and manner stated above and in compliance with the Policies and Procedures listed below. Exceptions or modifications to these policies and procedures may be requested in advance, and must be approved by the Board on a case-by-case basis, and issued in writing as an amendment to this agreement.



## Rental Policies and Procedures

1. BBUUC will provide a contact for the event (i.e. the BBUUC event contact), who must be consulted on all issues that require the knowledge, consent, and direction of the contact as noted below.
2. All attendees under the age of 18 must have age-appropriate adult supervision.
3. Deliveries from vendors must be arranged with the Office Assistant in advance unless they are being made at the time of the event.
4. Lessee shall provide their own food, beverages, cups, dishes, utensils, paper supplies and tablecloths as needed, and will leave all areas utilized during their meetings clean and restored to the condition in which they were found.
5. Lessee agrees to pay all damages, including any special clean-up expenses.
6. No smoking, vaping or open flames are permitted anywhere inside the building.
7. Parking is limited to 64 vehicles.
8. The maximum occupancy rate for the facility is 175 persons.
9. Lessee will not be given keys or key code to the building.
10. Alcoholic beverages may be consumed on the premises, as long as a responsible person will monitor drinking, however *the sale of alcohol is not permitted. In addition, Florida law must be upheld which prohibits any minor from purchasing, serving, handling or consuming alcoholic beverages. NO EXCEPTIONS. FAILURE TO COMPLY WITH THESE LAWS WILL RESULT IN THE EVENT BEING SHUT DOWN* with no compensation for loss to the applicant for use of the premises.
11. The event shall be concluded within the requested duration, and the facility shall be cleaned to the satisfaction of the contact person in charge of the event.
12. I agree to indemnify and hold harmless BBUUC, its agents and employees, from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon BBUUC because of bodily injury to any person or the loss of or damage to any property arising out of my use of the premises.
13. I agree to notify the Office Assistant and/or the Sexton of any changes to this application as soon as reasonable after it becomes evident that a change is necessary.



**Lessee Contact Information:**

Name/Title of Authorized Lessee Contact:

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Address:

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Phone Number(s):

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Email Address:

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Secondary / Emergency Contact:

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Secondary / Emergency Contact Phone Number(s):

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**THE UNDERSIGNED AGREES TO THE TERMS OF THIS CONTRACT.**

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**Authorized Lessee Contact**

**Date**

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**Authorized BBUUC Representative**

**Date**

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**BBUUC Facilities Representative**

**Date**

