



Facility Use Guidelines
1207 Ellsworth, Bellingham, WA 98225
360-733-3837 ❖ admin@buf.org

The renter agrees to the following conditions:

1. To pay the expected rental rate, including deposits and associated fees outlined in the reservation request form. The renter also agrees to vacate the building at the time agreed upon, leaving the building clean and ready to use, and to return the key to the BUF office no later than two days after the event.
2. To obtain and provide to BUF a certificate of insurance prior to the event.
3. If the event is cancelled, the user must inform the BUF administrator two weeks in advance to receive a full refund of any deposits and/or fees paid.
4. The use of the building and grounds of BUF are at the risk of the user, their guests, employees, or others permitted, without liability of BUF for damage to persons or property. The user assumes responsibility for any goods and materials placed in storage with BUF before, during, or after an event.
5. The user agrees to comply with safety guidelines, such as those below:
 - a. No materials or equipment deemed to endanger public safety shall be allowed on premises.
 - b. No gasoline powered equipment is allowed inside the building.
 - c. BUF reserves the right to interrupt usage of the building in the interest of public safety, if BUF determines there is a threat to public safety.
 - d. If BUF determines the building must be evacuated because of a threat to individual or public safety, the user waives claim for damages or compensation. Deposit refunds will be negotiated between BUF and the use.
6. Adults must supervise children under the age of 18.
7. Smoking, drug use, and intoxicated individuals are prohibited from the building and grounds. BUF reserves the right to eject
8. With the exception of service animals, no animals are allowed in the building.
9. Kitchen users will clean, sanitize, and put away all dishes, flatware, and utensils used.
10. Disposal of normal amounts of refuse is included in the agreement. All user property, including discarded cardboard boxes and containers. Excess refuse fees may apply. Renters will comply with BUF's recycling and food composting guidelines.
11. Users will not remove BUF equipment from the premises.
12. Users receiving free or discounted use of space agree to recognize BUF's contribution to the event in publicity materials, as well as in a statement by the event leader at event. The user also agrees to allow BUF to have a representative speak, as appropriate, information about BUF.
13. Users will comply with all federal, state or local laws, allowing no illegal acts during their event.
14. Users will assume responsibility for damages that occur associated with the event, and will pay replacement or repair costs. Users will hold BUF harmless from any claim, loss, liability, damages or injury related to activities of the user, including those which may be caused by, or contributed in part or whole to BUF.
15. Decorations and other materials:
 - a. No rice, birdseed, glitter or decorations containing glitter, or confetti are permitted
 - b. No holes may be drilled or punched into the facility or equipment
 - c. No open flames, except candles in nonflammable containers
 - d. No decals and stickers with adhesive backs
16. User assumes responsibility and liability for damages, including costs of repair or replacement resulting from the actions by the users, their officers, agents, employees, or guests.
17. Hold BUF harmless: The user will hold BUF and its members harmless from any claim, loss, liability, damages or injuries arising out of or related to any activity of the user on the premises, or from any condition of the used premises, including any such claim, loss, liability, damages or injuries which may be caused by or contributed to in whole or in part by BUF. The user shall reimburse BUF for any damage to BUF's property occurring during the use of the building by the user, whether or not the user is responsible.

I, the Applicant/User, having fully read the Facility Use Conditions and Regulations and in accordance with UU values for the Bellingham Unitarian Fellowship, agree to abide by all the terms and to act in accordance these guidelines.

Signature of Applicant

Date

Signature of BUF Agent

Date