



Facility Use Obligations

All who use the Unity of Bay City building and grounds agree to the following:

1. A written "Facility Use Application" must be submitted for consideration and approval, to ensure our building and grounds are used for purposes consistent with the Unity of Bay City Vision and Mission.
2. A "Hold Harmless Agreement" must be signed.
3. A "Deposit Form" with deposit is required to hold your event date. All rentals require a security deposit of \$100 to be refunded in full if the Facility Use Obligations are met.
4. Only the rooms specified in the application may be used, and they must be cleaned at the conclusion of your event and returned to their original condition.
5. All payments are to be in advance of the event.
6. No cooking or grilling of food. Due to safety codes our Kitchen may be utilized for reheating food only.
7. No alcohol may be served, no smoking is permitted, and no pets allowed.
8. You are responsible for providing your own supplies: paper products, coffee, etc.
9. If using the Sanctuary, our own sound technician must be used. The fee is \$25 per event, and separate rehearsal dates are considered additional events.
10. No decorations may be nailed, stapled or tacked on the walls or fixtures. No rice, glitter or confetti may be used either inside or outside the building.
11. Only dripless or flameless candles may be used.
12. Key to the building is to be returned, if applicable.