



The Upper Room Coffee House

Building Use Agreement



@upperroomcoffee

719-203-5051

upperroomcoffee@dareministries.com

Introduction

By using The Upper Room Coffee House (TUR) you agree to the following terms and conditions. TUR is a ministry of Dare Ministries, and Dare Ministries is the representative organization over TUR. TUR is a space that is leased with agreement from Cragmor Christian Reformed Church (Cragmor CRC). Cragmor CRC is not at all liable for any building use or agreements between users and TUR.

Reservations

TUR Is available for use by reservation. To reserve a room please visit the following link:

<https://www.dareministries.com/the-upper-room-coffee-house-reservations/>

Reservations are honored on a first come first serve basis. Reserving a room does not guarantee use of the space. Dare Ministries reserves the right to deny use of the space to anyone, and to mediate between two parties that have reserved the space.

Payment

TUR space is free to use, but we do request that you make a donation for the use. Recommended donation amounts are as follows:

- Main Space: Recommended \$50 donation per event (1 hour), plus \$20 an hour over 1 hour
- Conference Room: Recommended \$10 an hour donation
- Media Room: Recommended \$10 an hour donation

Donations can be made [at this link](#), or by using the checkout kiosk at the coffee house.

To donate by check, please make the check payable 'Dare Ministries' and drop in the black donation box in the coffee house.

Hours of use

TUR functions as a coffee house Monday through Friday 8:00 AM - 6:00 PM. The main room is not available for reservation during those business hours, but may be used by anyone. Outside of business hours the space may be reserved, but must be approved by a representative of TUR before the reservation will be guaranteed.

The two additional rooms (the media room, and the conference room) are available both during business hours and outside of business hours upon request.

To use the space outside of business hours you will need to apply as an individual or as an organization for a keypad code. When your code is used to access the building, whether used for a reserved event or not, you or your organization is liable for any property damage that may occur.

Building use agreements

Liability when using TUR and it's spaces:

- Dare Ministries (TUR and its representatives) is not liable for injuries that take place during outside group use of TUR.
- User is responsible for any property damage incurred and will need to cover the cost of any property damage.
- Dare Ministries (TUR and it's representatives) is not liable for individual or outside organization property damage that may occur on the property.
- The individual or organization whose code is used to access the building is liable for all property damages that may occur.

Whenever you are using one of the spaces of TUR you are responsible to:

- Clean the areas of use:
 - There are two spray bottles with microfiber cloths in the main room. More cleaning spray can be found under the sink in the kitchen, and more cleaning cloths are in the third drawer down to the right of the sink.
 - Sweep the space used - broom and dustpan are in the front hall closet
 - Empty the trash - more trash bags are under the kitchen sink
- Regarding parties:
 - The use of confetti is not permitted in the building.
 - Do not use strong adhesives on the walls as this removes paint.
- Do not turn off the AC units - they must be left on.
- When you leave, ensure that all lights are turned off if outside of business hours. The front door outside light is left on.
- Lock both entrance doors for TUR if outside of business hours. Only the deadbolt is locked on the front door. Do not lock the handle lock on the front door.
- If you are using the main room outside of business hours, a representative from your group is responsible for learning how to set up and close down the coffee machine, and this has to be worked out before use. This is not required if you do not desire the coffee machine to be used.
- Stay within the details of the reservation and ensure you're out by the time mentioned.
- Only use the rooms you have reserved.

Signature: _____

Date: _____