

UUFSCC Rental Agreement Terms

CODE OF CONDUCT

UUFSCC is a diverse religious community committed to promoting the inherent worth and dignity of all people and caring for the earth. Renter, attendees and contractors will conduct themselves in ways consistent with these values and requirements of UUFSCC and are expected to abide by applicable laws. If these requirements are not followed, UUFSCC may, at their discretion, cancel the event.

GENERAL TERMS AND CONDITIONS

- The rental minimum is two hours.
- Access to kitchen, 3 bathrooms, hallways and parking lot are included in rental of Hall, Patio or Gallery
 - Kitchen facilities
 - Kitchen is available for portioning/serving food which has been prepared in a permitted kitchen (permitted caterer, restaurant or food store). On site cooking and food preparation are not allowed.
 - Potluck food prepared elsewhere by event participants may be served
 - Guests may NOT be charged for food or drink.
 - Tableware such as plates, bowls, utensils, cups, glasses and napkins must be provided by the renter. If disposables are used, compostable products are suggested and can be placed in the Green Organics cart behind the building.
 - Tablecloths are available for use. They must be washed and returned.
 - Serving bowls, platters and utensils are available for use
 - Water pitchers and coffee makers are available for use
 - Non-chlorine cleaners and cleaning rags/dish towels will be provided
- Set up and breakdown/cleanup requirements
 - Assistance with set up is based on staff availability
 - Breakdown is required at end of rental time; renter to be furnished with specific instructions on furniture placement
 - Cleaning requirements are attached. Renter will be charged for any additional cleaning required
- Event Host
 - Except for recurring events, an event host will be available for walk through pre- event and post-event and to open and lock the building
 - Phone access to event host will be available during event for questions or problems
- Decorations
 - Nothing can be hung directly onto walls except with removable poster or painter's tape or command strips
 - Candles must be monitored directly when lit
 - Decorations must meet flame resistance requirements of the County Fire Marshal do we have these requirements available in the office for reference?

- Musical instruments
 - Musical instruments may be brought in for use. Musical equipment requiring electricity must be authorized prior to the event.
 - No Fellowship musical instruments are available for use except by UUFSCC musicians

- AV equipment
 - An AV monitor measuring 35" x 62" is available for rent. Instructions and set up will be provided by the Event Host.
 - Portable sound system with a single microphone is available for rent. Instructions and set up will be provided by the Event Host
 - Fellowship Hall sound system may be operated by UUFSCC trained staff only. Staffing is based on availability at cost of \$60/hour
 - If additional AV equipment will be brought in, this must be authorized prior to the event

- Cell phone coverage
 - Cell phone coverage is limited at this location. Verizon is the only carrier with consistent reception at this time

- Wifi and emergency numbers
 - Wifi information is on the bulletin board in the kitchen, along with emergency numbers.

- Alcohol use
 - Guests may not be charged money for alcoholic beverages
 - Only beer and wine may be served to persons >21 years old
 - No hard alcohol is permitted on campus
 - If alcohol is to be served, liability insurance with alcohol rider is required at the time of full rental fee payment

NOT ALLOWED

- Smoking inside any part of the building. Tin cans are located outside the front patio and the back patio for ashes and butts.
- Animals except for trained service animals
- Helium balloons
- Staples, tacks, nails, screws
- Glitter
- Confetti, rice, birdseed
- Use of preschool wing or outdoor play area

LEGAL PROVISIONS

- Renter agrees to accept full responsibility and shall hold UUFSCC, its officers, board of trustees and employees harmless from all claims, damages or liability incurred by or asserted against renter by any other party as a result of renter's activities or the activities or renter's guests, employees, licensees or invitees upon the premises during the rental period. This shall include all costs and attorney fees incurred by UUFSCC in defense of all such claims, damages or liabilities.

- The party binding the agreement or their recorded representative must be present during the entire rental period including pre-event and post-event walk throughs with Event Host.

FINANCIAL AGREEMENTS

- Deposit of \$250 is required to book a rental, refundable unless additional cleaning or any damage repair is required, in which case those costs will be applied against the deposit. Renter will be billed for any damage repair or cleaning required in excess of that deposit, due on or before 10 days after the receipt of such billing.
- Payment of total rental fee is due 30 days prior to the event OR at the time of reservation, if less than 30 days prior to the event.
- Hours of facility use outside the timeframe specified in the rental agreement will be billed at 150% of the hourly rate.
- Cancellations: timeframe as below
 - 100% refund of deposit if canceled >60 days prior to event.
 - 50% refund of deposit if canceled >30 days prior to event
 - No refund if canceled <30 days prior to event.
 - Refunds will be made for Force Majeure (natural disasters and catastrophes created by humans), minus \$100 administrative fee.
 - Preferred types of payment are cash and check. Credit cards accepted with 3% additional processing fee.

UUFSCC Rental Agreement Signature page

The parties below have read, understand and agree to the UUFSCC Rental Agreement Terms, Rental Rate Confirmation, and Rental Cleaning Requirements. If representing an organization, the person signing this agreement warrants that they are authorized to sign on behalf of the organization.

Renter Signature _____

Printed name _____

Email _____ Phone # _____

Date _____

UUFSCC Representative Signature _____

Printed name _____

Date _____

Additional Notes:

Renter authorizes the following person to be their representative if needed for contact regarding this rental and/or for pre-event and post-event walkthroughs:

Name _____

Rental Alternate Representative signature _____

Printed name _____

Email _____ Phone # _____

Date _____