

FIRST UNITARIAN CHURCH OF LOUISVILLE

809 South 4th Street, Louisville, KY 40203

502-585-5110

office@firstulou.org

**ON-GOING RENTAL CONTRACT AND POLICIES
APPLICANT INFORMATION**

Name of Individual/Organization _____

Organization Phone Number _____ E-Mail _____

Address _____ Apt. _____

City _____ State _____ Zip _____

Responsible Person _____ Title in organization _____

Telephones: *(If different from above)*

cell _____ home _____ work _____

E-Mail _____ Date _____

Required Additional Contact Information: Name _____

Address _____

Telephone(s) _____ E-Mail _____

EVENT INFORMATION

Beginning Date _____ Key # _____ Ending Date _____

All contracts end by June 30. They will be evaluated in May/June and may be continued from that point for the next year.

Group meets: ___ Weekly ___ Monthly Schedule _____ *Examples:*

2nd Mondays

Time begins * _____ Time event ends * _____ *Every Thursday*

** If meeting times vary, please attach a schedule. Updates may be emailed to the church office.*

Space Requested:

___ Sanctuary (230 capacity) ___ Open Classroom (50 capacity) ___ Social Hall (121capacity)

___ Library (30 capacity) ___ Parlor (20 capacity) ___ Kitchen

___ Other, specify _____

Type of Event: Number of People _____

___ Meeting ___ Other, specify _____

Equipment/Set-up Needs: *Set-Up of tables/chairs can be requested, but not guaranteed, prior to the meeting, pending time availability by church staff. The group renting the space is expected to restore the room to the way they found it.*

___ Tables: number and configuration _____

___ Chairs: number and configuration _____

___ Sound System / Microphone *(by arrangement with church only)*

___ Piano ___ Organ *(by arrangement with Music Director)*

Community Service Rental _____ **yes** _____ **no** *(Requires Approval by the Building Use Committee)*

_____ free _____ reduced: (price agreed on _____ Approved by _____ Date _____

Comments:

When arranging ongoing rentals, a discount may be available due to the frequent use. For your convenience, the normal rental rates are below. Goals of the Non-profit and community organizations must be consistent with the UUA and the missions of this church in order to use the building for meetings.

Fee Worksheet – Standard Rates

Members and non-profit organizations (if approved) are charged half the standard rate.

Space requested:*(Cost/Additional time)*

Price listed includes 3 hours. Additional time is available at the hourly rate.

- _____ Sanctuary \$500/\$100 _____ Parlor \$75/\$30
- _____ Kitchen \$60 flat fee _____ Library \$100/\$30
- _____ Choir Room \$100/\$30 _____ Open Classroom \$100/\$30
- _____ Social Hall & Courtyard \$300/\$75
- _____ Other, (specify) _____

Time requested: _____ to _____

Number of meetings _____ Total time _____ hours

Space(s) \$_____ for 3 hrs + \$_____ for _____ additional hr(s) total \$_____

The Building Supervisor, if required, is \$50 per hour
(required for all non-member rentals, negotiable if members involved)

Total Rental Fee Agreement \$ _____

Notes:

Date _____

“I have read the Rental Rules and agree to comply” _____
Renter's Signature

First Unitarian Church-Authorized By: _____ Date _____

FIRST UNITARIAN CHURCH OF LOUISVILLE RENTAL RULES

RESPONSIBILITIES OF THE RENTER

1. Only rooms reserved in your rental agreement may be used.
2. Upon approval of the Building Use Committee, a Church Member may take responsibility, in the role as Building Supervisor, at an event if they are an active member of the organization, take responsibility for the organization's use of the space, handle building entry, be present during the full event, and secure the building after the event, including restoration to original condition.
3. The individual who signs the Rental Contract is responsible for the care of the building and church property for the duration of the contract.
4. Do not publish the church telephone number as the phone number to call for further information for your event. *If you are having a public event, you are welcome to leave contact information in the office to pass along to those that call with questions.*
5. Church equipment: The church Music Director must approve a musician's use of the organ or piano in advance. The sound system may be used only by trained church members or a professional approved by the church.
6. A \$300 breakage/cleaning deposit is required unless waived by the Building Use Committee. Any cleaning required after the event, or beyond the contracted time, will be charged \$50 per hour and deducted from the deposit.
7. Renters may not leave candidate or issue literature anywhere in the building.

USE AND CARE OF FACILITIES

1. As an environmentally responsible congregation, we encourage renters to help fulfill our commitment by following all recycling instructions and using environmentally friendly products.
2. Only authorized persons shall remove artwork or bulletin board notices. No nails, thumbtacks, screws, or tapes may be used to fashion decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or to the windows in the entry area.
3. If candles are used, a protective covering underneath is required and all candles must be extinguished when no longer in use.
4. The use of confetti, rice, birdseed, or any similar material is prohibited inside the building. Outside use is restricted to biodegradable materials such as birdseed.
5. Renters, including members, are expected to leave the rooms and exterior premises in the same condition in which they found them unless arrangements to hire the Building Supervisor have been made. All counter-tops and tables are to be cleaned and spills wiped up from the floor.

MISCELLANEOUS

1. First Unitarian Church is a NON-SMOKING facility.
2. Animals, other than service animals, are not permitted in the building without prior approval.
3. No guns or weapons are permitted on the premises.

SECURITY: KEYS, BUILDING AND GROUNDS

1. One-time renters may request to rent a key to the building. It must be approved by the Building Use Committee.
2. Renters and members must keep all doors closed and locked at all times. The Building Supervisor (or person designated by renter) should be stationed at the door to welcome guests.
3. The church is not responsible for the loss or damage to cars or contents, or to any decorations or other items, left unattended by the renter. Any and all items left in cars parked in the parking lot or on the streets are an attractive nuisance. Renters should alert their guests that nothing should be left in an unattended car.

IN EMERGENCY: Police or Fire: 911 Non-Emergency Police (downtown precinct): (502) 574-7111

The Procedure to Obtain a Key:

1. In order to request a key, you must first complete the *Key Request Form*, giving full contact information and the reason for the request. If approved, you will be assigned a numbered key.
2. In order to receive a key to the church, the user must complete the *Key Check-Out Form* completely. At this point, you will receive your numbered key.
3. All keys are the property of First Unitarian Church. Keys are shared with those that need them in order to use the building. Once that need is complete, the keys must be returned.
4. When using the building, the user agrees to not allow unauthorized people to enter.
5. Replacement keys cost \$4.00.
6. Non-Church groups must have a contract on file. Church groups need to reserve meeting times and locations using the Event Schedule Request form or schedule by e-mail to office@firstulou.org

KEY CHECK-OUT FORM

please print legibly

Name _____

Address _____

Phone Numbers: Home _____ Cell _____

Non-Church groups are required to provide a second contact person in case the original person is unavailable. Additional Contact: Name _____ E-mail address and/or phone: _____

Reason for Key: _____

Key Number _____ Date Checked Out _____ Date Checked In _____

I agree to the terms above and am accepting this key in good faith.

Check out: Signature _____

Check in: Signature _____

Authorized First Unitarian Building Use Team Member Verifying Return