

**RENTAL CONTRACT AND POLICIES
APPLICANT INFORMATION**

Names of Individual/Organization _____

Contact Person _____ Phone _____

Address _____

Email _____ Member? _____ Yes _____ No

Person to reach if Contact Person not available _____

Phone _____ Email _____

EVENT INFORMATION

Description of Event _____

Date _____ Approximate Number in attendance _____ Arrival (set up time _____

Time Begins _____ Time Ends _____ Total Time (set up until clean up) _____

Space Requested: (check all requested)

___ Sanctuary (230 capacity) ___ Open Classroom (50 capacity) ___ Social Hall (120 capacity)

___ Library(30 capacity) ___ Parlor (20 capacity) ___ Kitchen ___ Other, specify _____

Type of Event: *Please use the Wedding/Commitment Ceremony form for that type of event.*

___ Concert/Recital ___ Reception/Party ___ Meeting/Lecture ___ Other, Specify ___

___ Memorial Service (*please list name of deceased in description of event*)

Officiant Name _____

Phone _____ Email _____

Equipment/Set-up Needs:

___ Tables – number and configuration _____

___ Chairs – number and configuration _____

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

___ Piano ___ Organ (by arrangement with Music Director)

___ Food / Refreshments Served; describe _____

___ Serving alcohol? (Yes or No) Kitchen Requirements: _____

___ Catered? Name of Caterer _____ Phone _____

___ Other; describe _____

Additional Options: ___ Open Wall ___ Sound Technician ___ Change Sanctuary Orientation

Building Supervisor Required Unless Approved by the Building Use Committee

Fee Worksheet

Space requested: (Cost/Additional time) \$ _____

No charge for space used for personal life events (weddings/commitment ceremonies or memorial services) to Active Members. Special Rate available to Members & Non-Profits upon approval.

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

- ___ Social Hall/Courtyard (\$300/\$75) ___ Sanctuary (\$500/\$100)
- ___ Choir Room (\$100/\$30) ___ Open Classroom (\$100/\$30)
- ___ Library (\$100/\$30) ___ Parlor (\$75/\$30)
- ___ Middle School classroom (\$75/\$30)
- ___ Other (specify) _____

Building Supervisor: (required unless waived by the Building Use Committee) \$ _____

Requested arrival time _____ Ending time _____ total hours _____

Building Supervisor \$50 per hour; Services include opening the building, setting lighting and temperature, monitoring the door, and cleaning up the space after the event. If additional time is required outside the contracted time, it will be deducted from the deposit. at a rate of \$50 per hour.

Other Options Available \$ _____

- _____ Sound Technician (\$50 per hour) _____ Rent Key (\$25)
- _____ Change Sanctuary Orientation(\$150) _____ Open Wall(\$60)
- requires 2 week notice*

Other Fees (Describe) \$ _____

Total Rental Fees (not including \$300.00 refundable security/cleaning deposit) \$ _____

Date _____

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

First Unitarian Church-Authorized By: _____ Date _____

Payments received:

Deposit	check # _____	\$ _____	received by _____	date _____
50% Fee	check # _____	\$ _____	received by _____	date _____
Fee Balance	check # _____	\$ _____	received by _____	date _____

Balance of Fees are due no later than two weeks before the event. Date Due _____

Security/Cleaning Deposit Refunded check # _____ \$ _____ 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
Building Supervisor (502) 263-8765 *Additional Numbers: on the counter in the Volunteer Area*