

**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*