

Building Rental Agreement

This Agreement is entered into as of _____, 20__ by and between
_____ (Renter), whose address and telephone number are

_____ and the Unitarian Universalist Church of the Restoration (UUCR).

Guidelines for Rental of UUCR Church Building

The Unitarian Universalist Church of the Restoration (UUCR) in Mt. Airy is a liberal religious community - rentals may be made to any group or function whose purpose, goals, ideals, or philosophy is consistent with the broad ideals of UUCR. All persons wishing to reserve the use of the building must sign this contract. Please remember that your signature on this contract constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function. Sunday Church Services, Church School, and associated activities will at all times take precedence over any other activities. ***UUCR reserves the right to cancel at least 30 days in advance of the event.***

Fee Schedule (attached)

1. Non-Profit groups must provide copy of their 501-c(3) registration, unless waived. Fees are for use of building and grounds only. Separate arrangements must be made with the Minister, Sexton and any other church staff if their services are to be requested.
2. Rentals are for rooms specified on the Event Information Sheet only. Attendees are not permitted in other rooms in the building, other than restrooms. Room use for Rehearsal, Dressing Rooms, etc. is charged separately, and must be indicated at the time of contract. Child Care areas are also charged separately. If other groups are scheduled elsewhere in the building, renters shall make every effort to avoid disturbing their activities.
3. The number of persons permitted in a room is specified on the Fee Schedule. Occupancy may not exceed the number listed.
4. Charges are as specified on the Event Information Sheet. If the event extends beyond the time requested, payment for the additional time will be charged at the specified hourly rate. In the event of cancellation, less than fourteen days (14) prior to the event, the lessee will forfeit the entire deposit. The Minister in case of emergency or other unforeseen event beyond the control of the user may waive forfeiture.
5. Deposits will be returned within 30 days following your event, if there has been no violation of the rules, damage, or loss of property. There will be a \$25.00 fee for loss of rental key.
6. The Fee Schedule for building usage is applicable to co-sponsored usage, where the event generates revenue, and to non-Church usage. Co-sponsored and non-Church usages are further categorized, in the Fee Schedule, as ceremonial or meetings, gatherings, etc. For all other usage, the fees, including the security deposit, are waived, with the exception of the building use agent/Staff fee and Sound Equipment Usage fee. If a co-sponsored event generates revenue, the sponsoring Ministry or Ministry program are responsible for assuring that the building use fees are paid.
7. Use of the nursery and classrooms is allowed with advanced permission and paid fees only.

Adequate adult supervision must be supplied for each room. All dispensable materials (paint, paper, glue) are to be appropriately used and cleaned up. All toys are to be carefully returned to their proper location.

8. Under current church policy, a deposit of ½ of the total rental fee is required in advance for single occurrence events (i.e. events that are not recurring monthly, weekly or quarterly). This deposit is non-refundable in the event of cancellation by the applicant with less than a fourteen (14) days notice.
9. The remainder of any rental fee is due fourteen (14) days prior to the event.
10. For recurring events, payment is due monthly by the end of the month in which events have occurred.
11. Failure to remit payments in accordance with these terms will be reviewed on a case-by-case basis and could result in loss of building use and loss of any deposits or funds paid.

Decorations

1. No nails, tacks, screws, staples, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.
2. Only table-top and free-standing decorations are permitted. There are no exceptions to this rule. All candles must be contained in glass holders for safety and to protect surfaces. Use of incense will be reviewed on a case-by-case basis.
3. UUCR provides exhibition space for area artists - should any of the artwork need to be removed for any reason, please contact the Sexton or Minister of UUCR. Do not move or remove any artwork without permission.
4. Set up of room (tables & chairs, etc.) must be given to the Church Office at least 2 days prior to the event.
5. Flowers from your function may be left (with our appreciation) for our worship services.

Legal Age

All persons applying for the use of the facility must be at least 21 years of age. In considering the use of the building, a group/individual may be asked to furnish references or credentials from which the Minister, Board, or designated staff will determine its financial, legal, social responsibility, and/or adherence to the ideals of UUCR.

Agreement Review

Long-term activity agreements are to be reviewed every six (6) months by the Finance Committee and renewed on a yearly basis. Members and outside groups who want to rent space for a long term program that they charge for will, with the Minister, find an agreeable per person charge based on the fee they are charging.

Agreement Termination

For long term re-occurring events, this Agreement may be terminated without cause by either party with 30 days advance notice. All fees will be paid for the term of the Agreement. Any pre-paid usage fees will be returned to the Renter within 30 days after the termination of this Agreement.

Contracting for the Sexton

Contracting for the UUCR Sexton are handled separately and payment is to be remitted directly to the Sexton.

Building Security

1. Checklist for Building Security is attached. Please review this thoroughly prior to your function, and when you are ready to leave the building at the end of your function.

- a) Smoking is not permitted anywhere in the building.
- b) You will need a cell phone to make and receive telephone calls.
- c) Church phones for emergency use only.

2. Staff member or Ministry Representative is responsible for closing the facility. The duties involved in closing the facility are as follows:

- a) Returning all furniture and equipment to the original area and arrangements.
- b) Unplugging all coffeepots, hotplates and urns.
- c) Securing all windows.
- d) Turning off all lights.
- e) Locking all doors. Doors must be checked from the outside since they may appear locked, and in fact, be open.
- f) Setting the building alarm as instructed.

Emergencies:

Any and all problems must be reported to church personnel. That person will call the church office the next business day to report the incident.

Disorderly Guests:

If anyone attending an event seems to be intoxicated or under the influence of drugs, it must be brought to the host's attention. At that time, no additional alcohol will be served to that person and keys to a vehicle taken away immediately.

If at any time there is a disturbance or a fight at a function, it is the best practice to contact the Minister immediately to make a judgment as to whether to end the function immediately and whether to call the Police

Use of the Kitchen.

1. Caterers - Certificate of Insurance must be given to office 10 days prior to the event.
2. Rental equipment must be delivered during business hours and picked up immediately following the function. It is the Caterers responsibility to arrange pick up and delivery.
3. Following the function clean all tables and chairs; counters and appliances. Sweep all floors including patio. Kitchen floor is to be wet mopped, do not wet mop wooden floors. Bag all garbage and debris in bags provided by the church and remove to dumpster.
4. Follow guidelines posted in the kitchen
5. Please notify the church office of any problems with building or equipment. Advise the Minister or the Administrative Assistant of any problems needing immediate attention (phone numbers are located on both access doors).
6. No leftovers are to be left in the refrigerator unless previously agreed to by the Administrative

Assistant or Minister.

7. Please notify UUCR of supplies that need replenishing on suggestion sheet in kitchen.
8. Linens are for church functions only. Renters (members and non-members) must provide their own linens, unless a security deposit is paid in addition to all regular fees.
9. Serving dishes left in the kitchen more than 1 week will be donated to charity.
10. All garbage and trash must be bagged and put into outside trash receptacle, which is located next to the side door. If trash exceeds that which may be held by the Society's container, the renter must remove it from the premises.

Music & Dancing

1. UUCR is located in a residential neighborhood so we ask that noise from music or speakers be minimized. All music must be terminated by 10:00 PM on weeknights and 12:30 AM on weekends.
2. Alcoholic beverages may be offered and consumed in moderation on the premises. All laws of the state of Pennsylvania must be followed.
3. The piano may only be moved by church staff. If you have requested use of the piano, please specify the location requested. Tuning must be arranged with Jane Hulting, Director of Music only.
4. Children must be supervised at all times and are permitted on the Playground only with supervision.

Use of the Name

1. You may make no use of the name of the UUCR in connection with notices of this function without the express written permission of the church.
2. No signs may be posted on the building or grounds without the express written permission of UUCR.

Violation of the Terms

In the event the Church determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.

Confirmation & Signature;

I have read, understand the Rental Guidelines as stated above and have been given a Building Security Checklist. As the person, taking responsibility for the Unitarian Universalist Church of the Restoration facilities on the dates indicated on the Event Information Sheet I agree to abide by the conditions put forth.

Please return signed copy of contract with your deposit(s)

Unitarian Universalist Church of Restoration

Name (please print) _____

Signature _____ **Date** _____

Renter
Name (please print) _____

Signature _____ **Date** _____

Building Security Arrangements

It is the responsibility of the co-sponsoring Ministry member(s), or Staff person or building use agent, if retained by the users, to assure that the Building Use Policy and Addendum are observed:

- 1. that the Church property is secured, which shall include the closing of the building after the building usage,
- 2. that local ordinances are enforced, which shall include compliance with the fire codes and the requirements of the church insurance policy,
- 3. that the Church facilities are properly cleaned and that trash is placed in the proper receptacles.

The Church members named below agree to be present during the entire period of building use for the above purposes.

- 1. Name Phone _____
- 2. Name Phone _____
- 3. Name Phone _____

OR

Ministry Group and co-sponsored organization agree to hire a building agent or staff member who will be present during the entire period of building use for the above purpose, at a cost specified in the Building Use Fee Schedule.

Name (Agent or Staff) _____ Phone _____

Building User Fees (check one)

_____ The cosponsors for this building usage agree to pay the fees set forth in the Building use Fee Schedule,

OR

_____ This event will not generate any revenue and the use of the Church is being donated.
Co-sponsoring Committee Chairperson Date

Note: Fees for building agent, if one is used, and for all others contracted for services cannot be waived.

The completed form must be provided to the Minister and other designee for review and scheduling. The Minister and/or designee initial after reviewing and placing on church calendar and distributes copies to the President, Minister, and Finance and Property Administrative Committees.