

RENTAL AGREEMENT

RENTER: Name (if appropriate) of Organization/Corporation: _____

Name of Representative: _____

Phone:(h)_____ (w)_____ (c)_____

Address:_____ e-mail:_____

City:_____ State:_____ Zip:_____

Person Responsible for entry, lock-up and cleaning:_____

Phone:_____ Email:_____

ACTIVITY: Date(s) of use:_____

Hours of use from:_____ to:_____

Number of guests:_____ Special needs: i.e., easels _____

Type of activity (describe):_____

FEES: Room	Hours (Min 2)	Rate Hourly	Total Fee	Refundable Damage Deposit
Sanctuary	_____	\$75.00	\$_____	\$300.00
Grand Piano	_____	\$25.00	\$_____	
Audio System	_____	\$25.00	\$_____	
Moving Risers**	_____	\$40.00	\$_____	
Social Hall	_____	\$35.00	\$_____	\$100.00
Common Room	_____	\$25.00	\$_____	\$100.00
Classroom	_____	\$15.00	\$_____	\$50.00
Choir Room*	_____	\$25.00	\$_____	\$50.00

* **PIANO MUST NOT BE UNPLUGGED**

* Included with Sanctuary Rental

** Choir risers *cannot* be moved, except by UUFG personnel.

GRAND Total: \$_____ DEPOSIT (min 50%) Total: \$_____ Bal Due Total: \$_____

Check # _____ Date Paid _____

Refundable Damage & Clean Up Deposit \$_____ Check # _____

Date Deposit Returned _____

I have read and understand the "Rental Agreement Guidelines" of the Unitarian Universalist Fellowship, including the "Waiver and Release of Liability," and agree to abide by these Guidelines.

(name of organization/corporation)

By: _____ Date: _____

Print name: _____

UUFG Administrator _____ Date _____

Unitarian Universalist Fellowship of Gainesville, Inc. (UUFG)
RENTAL AGREEMENT GUIDELINES

Waiver and Release of Liability

In consideration of the agreement extended to Renterö by the Unitarian Universalist Fellowship of Gainesville, hereinafter, Church,ö for the use of the facilities owned by Church,ö under terms as outlined herein, I, on behalf of Renter,ö its heirs, executor(s), administrator(s), and/or assigns hereby waive, release and forever discharge any and all claims, demands and any causes of action for damages which Renterö may at any time have against Church,ö its members, Minister, Trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by Renterö, its member, guests and invitees during, or as a result of, Renterö's use of said facilities, including, but not limited to, personal injuries and property damages.

Further, Renterö shall defend, hold harmless and indemnify Churchö from any and all claims, causes of action and law suits arising out of Renterö's use of said premises, including the incursion of attorney's fee and court costs as a result of the defense of any such claim, cause of action or law suit by Churchö.

Renterö is advised to purchase their own event insurance.

Renter's initials: _____

Our aim is to make each rental a satisfactory experience for all parties. To that end, we provide the following guidelines. Thank you.

1. Under no circumstances should you unplug the piano dehumidifier. Damages will be assessed.
2. Rental of the kitchen does **not** include any utensils, supplies, flatware, cups, or glassware; the renter must provide these items.
3. The renter will be responsible for any damages beyond the amount of damage deposit.
4. Rental of specific rooms does not preclude UUFG from using other space or allowing other groups to do so.
5. Upon receipt of damage and clean up deposit, 50% of rental fee from renter, and execution of the Rental Agreement by UUFG, rental space is confirmed. All fees and deposits are non-refundable in the event of cancellation unless space can be re-rented for that time frame.
6. Rental fees do **not** cover the setting up and taking down of tables and chairs; the renter is responsible for this. Furniture should be returned to its original location.
7. The renter is responsible for leaving the area in a clean condition and all things returned to their proper places. Cleanup, pickup, and straightening are the renter's responsibility so that another scheduled event may follow without additional preparation. If the kitchen is used, the renter must clean the floor and all surfaces per the instruction of the Rental Coordinator. The renter must empty trash containers into the dumpster and replace trashcan liners.
8. Amplified sound, additional electrical requirements, and special lighting must be arranged with the Rental Coordinator prior to the scheduled event. No art work may be removed from the walls. In the Phillips Social Hall and the Sanctuary no signs, banners, posters or notices may be affixed to walls, folding walls, floors, or ceilings with nails, staples, tape or any other substance. Easels will be provided for posting signs.
9. The folding wall will remain as a divider between the Social Hall and the Sanctuary unless otherwise requested. Folding wall may be moved only under the supervision of the Rental Coordinator.
10. Use of UUFG sound system and furniture from areas not rented must be prearranged.
11. A rental fee is charged for rehearsals and setups outside the rental time of the primary event.
12. Children must be under adult supervision at all times including playground areas, and renters are responsible for damages caused by children.
13. **Environmental concerns are of major importance. The following restrictions strictly apply:**
 - ◆ **No Smoking in any of the buildings. Smoking will be allowed outdoors only. Please use receptacles.**
 - ◆ **Nothing may be scattered or thrown on the grounds or in the buildings, e.g. rice, birdseed, glitter, confetti, flower petals, tobacco products.**
 - ◆ **No helium-filled balloons will be allowed on the grounds or in any building**
 - ◆ **Use of Styrofoam products should be limited. Paper products are preferred.**
14. All facility renters are required to comply with all local, state and federal statutes and regulations.
15. Renters may not move the choir risers on the stage.
16. The UUFG reserves the right to refuse rental to any individual or group without explanation.
17. **Nothing** is to be placed on the grand piano for any reason.
18. To make the rental a satisfactory experience for all parties, please direct questions and requests to the Rental Coordinator.
19. All advertising for events held at UUF will designate the sponsors name and use the phrase *"Held at the Facilities of the Unitarian Universalist Fellowship."*

***Use this form when an individual who is not an officer
of an organization is renting on behalf of that organization.
Please attach to contract.***

Authorization to Rent

As President or Vice President of the corporation (or as a Partner in the partnership) which desires to rent the premises from the Unitarian Universalist Fellowship Gainesville, I hereby affirm that _____ has the authority to enter into the rental agreement on behalf of the corporation/partnership, and that the corporation/partnership agrees to be bound by said agreement.

Dated: _____

By: _____
President/Vice President or Partner