

BUILDING USE/RENTAL AGREEMENT

UNITARIAN CHURCH
OFFICE HOURS: 9:00 a.m.-3:00 p.m. M-F

6300 A ST., LINCOLN, NE. 68510
Phone: 402-483-2213 Fax: 483-7461
E-Mail: Unitarian@inebraska.com

THIS IS A SMOKE FREE BUILDING

INDIVIDUAL/ORGANIZATION

TYPE OF EVENT

CONTACT/RESPONSIBLE PERSON

ADDRESS

DAY PHONE

ROOMS REQUESTED

DATE

time in

time out

ATTENDANCE EXPECTED:

Use of rooms not agreed to in this contract, will result in additional rental and custodial fees.

FEES: PAYABLE TO THE UNITARIAN CHURCH BEFORE EVENT

BUILDING RENTAL \$ _____

CUSTODIAL SERVICE \$ _____

SECURITY PERSON \$ _____

DAMAGE & ROOM RESERVATION DEPOSIT RCVD. \$ _____ date rcvd _____

CHURCH REPRESENTATIVE _____ DATE _____

RENTER'S REPRESENTATIVE _____

ADDRESS _____ DAY PHONE _____

Continued

RENTER AGREES TO THE FOLLOWING CONDITIONS:

1. All fees will be paid in advance at the time of signing the contract. This includes building rental, damage, key and custodial deposits, custodial and security payments.
2. Pick up all food and trash and remove to dumpster in parking lot. Wipe all tables used.
3. Small decorations such as rice, confetti, sequins and glitter are not permitted. Freestanding decorations only are allowed: no tape, strings, tacks, glue or staples may be used.
4. All clean up must be completed and the building vacated by 10:00 p.m.
5. All doors must be locked and lights turned off. Key can be deposited in the mail box on the administration office door. Deposits will be returned after event.
6. KITCHEN MUST BE LEFT CLEAN: dishes and coffee pots washed; counter tops wiped, stove, floor, and refrigerator spills cleaned up. Leftovers must be removed from the building.
7. Renter will provide all materials except paper towels, dish detergent, and garbage bags.
8. Neither the podium nor the harpsichord may be moved. Art work may not be disturbed. Church furnishings should not be dragged across the floors, stacks of chairs may be moved using the proper dolly only. Dollies are located in the custodial supply room across the hall from the kitchen. The piano and harpsichord may not be used to display decorative items.
9. To pay for damage incurred to the church building or property during use by renter.
10. A damage and reservation deposit of \$100 will be paid at the time of signing the rental agreement. . A key deposit of \$50 will be paid at the time of signing the rental agreement. The deposits will be returned after the event.
11. The renter will indicate, on the floor plan provided, how the room should be arranged for the event. This plan should be returned to the church for the custodian's information at least one week prior to the event.
12. The renter will pick up a key for the event, prior to the church office closing.
13. Smoking is NOT allowed in the building.

Alcohol may be served, however, the church is not responsible for any injury or property damage caused by intoxication. Alcohol may not be sold although donations for it may be accepted. No kegs on the carpet please. The Church is not responsible for food safety at rental events. To ensure food safety we recommend you hire a professional caterer.

CHURCH RESPONSIBILITIES:

The church is responsible for washing and vacuuming floors and returning church furniture to its proper location. A security person may be hired by the church for the hours between 8:00-10:00 p.m. to be paid for by the renter.

Unitarian Church

6300 A Street Lincoln, NE 68510
Ph: 402-483-2213

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SOCIAL EVENT BUILDING USE & RENTAL POLICY

1. Fees are based on a minimum rental period of 2 hours. Rental for longer periods will be prorated on this basis.
2. A rental agreement signed by all parties is required for all events.
3. A \$100 damage deposit is required for all rentals. A \$50 key deposit is required for all rentals. These deposits should be in the form of checks. The deposits will be returned after the event if no damage occurs and if our key is returned.
4. No use of the church is permitted after 10:00 p.m.
5. This is a smoke-free building.
6. A custodial fee of up to \$200 shall be assessed for social events and large meetings. Renters who have a rental history, are known by the office administrators, or are visible members of the church may provide their own custodial care providing that the administrator agrees and that a custodial deposit of \$100 has been received for use in the event that the administrator is not satisfied with the condition of the church after the rental. Any amount returned will be at the administrator's discretion. Should a renter use rooms other than those listed in the contract, an extra fee may be assessed from the custodial deposit.
7. A security person will be provided by the church for the hours between 8-10 p.m., to be paid for the by renter at a rate of \$20 per hour.
8. The capacity of the church building is 200 people. Capacity seated at tables: 150 people.
9. Parking space rental for Pius students will be \$125 per semester or \$225 per year if paid in advance.
10. PAYMENT MUST BE RECEIVED AT THE TIME OF SIGNING THE CONTRACT. FEES ARE AS FOLLOWS:

<p>\$150 FOR A TWO HOUR PERIOD FOR THE AUDITORIUM \$100 FOR A TWO HOUR PERIOD FOR THE FIREPLACE ROOM \$ 40 FOR A TWO HOUR PERIOD FOR THE GATHERING PLACE \$ 25 FOR A TWO HOUR PERIOD FOR A CLASSROOM</p>
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Large social events (over 50 people) require the use of both the Auditorium and the Fireplace Room which would result in fees of:

<p>\$250 FOR A TWO HOUR PERIOD FOR BOTH ROOMS.</p>
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Regular group meetings, non-profit organizations or return rentals may receive more flexible terms.

UNITARIAN CHURCH OF LINCOLN

POLICY STATEMENT

Author: FINANCE COUNCIL
Policy Title: BUILDING USE FOR MEMBERS
Adopted: April 17, 2005

The church building and grounds may be used without rental fee by contributing church members and their families, only for weddings, memorial services, and major life passages. The church member must have made identifiable financial donations within the previous calendar year toward support of the church and its programs. The custodian will charge a fee of up to \$200 for services.

Custodial service may be provided by the building users if the administrator agrees and if a \$150 custodial deposit has been received for use if the custodian or administrator is not satisfied with the condition of the church after the rental. Any amount returned from the deposit will be at the administrator's discretion.

Church members will be expected to sign a building use agreement and provide a damage/reservation deposit of \$150. The deposit may be returned after the event providing no damage occurs and the church key is returned.

All scheduling of the church building is contingent upon the availability of custodial help.

