

# UNITARIAN CHURCH OF LINCOLN

6300 A STREET, LINCOLN, NE 68510-5097  
PHONE: (402) 483-2213 E-MAIL: admin@unitarianlincoln.org



We are people  
of open minds,  
loving hearts,  
and helping hands,  
who show up.

OFFICE HOURS (AUG 16 – JUNE 14):  
9:00 – 3:00 T – F, 9:00 – 1:00 SUNDAY  
SUMMER OFFICE HOURS (JUNE 15 – AUG 15):  
9:00 – 1:00 T – F, 9:00 – 1:00 SUNDAY

## BUILDING USE/RENTAL AGREEMENT

INDIVIDUAL/ORGANIZATION

TYPE OF EVENT

CONTACT/RESPONSIBLE PERSON

EMAIL

DAY PHONE

ROOMS REQUESTED

DATE OF EVENT	SET UP	CLEAN UP
TIME OF EVENT	time in	time out

ATTENDANCE EXPECTED:

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

### FEES: PAYABLE TO THE UNITARIAN CHURCH BEFORE THE EVENT

ROOM RENTAL \$ \_\_\_\_\_

CUSTODIAL SERVICE \$ \_\_\_\_\_ (see checklist for who does what)

AUDIO-VISUAL \$ \_\_\_\_\_

TOTAL FEES/SERVICES \$ \_\_\_\_\_

ROOM RESERVATION/DAMAGE DEPOSIT RECEIVED \$ 50.00 DATE \_\_\_\_\_

CHURCH REP \_\_\_\_\_

RENTER'S REP \_\_\_\_\_ DATE \_\_\_\_\_

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## **RENTER AGREES TO THE FOLLOWING CONDITIONS:**

1. A Room Reservation/Damage Deposit must be paid either at the time of signing or by a date agreed upon by the church representative and the renter. Deposit will be returned after the event unless damage occurs.
2. All building rental, custodial and audio-visual payments fees will be paid in advance of the event. A schedule of payments can be worked out between all parties as needed.
3. Renter will provide all materials except paper towels, dish detergent, and garbage bags. We encourage you to use our plates/cups/bowls/utensils and wash them. If you will be using our dishes, we can provide a brief training on how to use the commercial dishwasher. If you decide to use disposables, we ask that you use paper or plastic dishes/cups. Styrofoam disposables are banned in our facility to keep them out of the landfill.
4. All trash must be removed and placed in the dumpster in the parking lot.
5. We have provided recycling bins in the kitchen for glass, paper, and plastic. We have lined the recycling bins with plastic bags. All bottles containing alcohol must be rinsed and removed from the building. For large quantities, we ask that you remove the bag, tie the top and place it to the right of the trash dumpster.
6. Small decorations such as rice, confetti, sequins and glitter are not permitted. Freestanding decorations are allowed. We have provided hooks in the ceiling for the purpose of hanging fabric, garland, or strings of lights. No tape, tacks, glue or staples may be used.
7. Events must end by 10:00PM. Clean-up is expected to be completed by 10:30PM unless special arrangements have been made.
8. All doors must be locked and all lights must be turned off. You will be given a one-time code to the lock box and trained how to dog down/unlock the doors so that your guests may enter the building.
9. The kitchen must be left clean: wash all items used, wipe down counter tops, and clean up any spills. Leftovers and alcohol must be removed from the building.
10. Renter will pay for any damage incurred to the church building or property during use by renter.
11. The podium may not be moved. If the stage is to be used please inform the church office upon signing this agreement and we will do our best to accommodate your event by moving items on the stage.
12. Artwork in the Auditorium and Gallery may not be disturbed or removed by the Renter.
13. Church chairs should not be dragged across the floors. Stacks of chairs may be moved using the proper dolly only. Dollies are located in the supply closet across the hall from the kitchen and in the table closet on the opposite side of the Auditorium. You will be shown this during your tour.
13. Do not use the piano or harpsichord to display items. Nothing must be set on them. Small signs to deter people from using them as a table will be provided upon request.
14. 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 at least one week prior to the event.
15. Smoking is not allowed in the building. The designated smoking area is the patio north of the building near the playground.

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16. Alcohol may be served, however, the church is not responsible for any injury or property damage caused by intoxication. Alcohol may not be sold other than by a certified agent. Free will donations may be accepted.

17. The Church is not responsible for food safety at rental events. To ensure food safety we recommend that you hire a professional caterer.

18. Overnights are allowed only in specific circumstances approved by the Church Administrator and in line with the Church's Safety Policy.

## ROOM RENTAL FEES

Room Rental Fees are based on a two-hour period.

- Auditorium \$150
- Gallery/Fireplace Room \$100
- Gathering Place \$50
- All other classrooms \$25

Fees for additional hours are \$100 per hour for Aud/Gallery, and \$25 per hour for any classroom including the Gathering Place. *Regular group mtgs or return rentals may be given more flexible terms. Full day rentals will not exceed \$1,000. Building Use for Members is governed by Church Policy.*

## CUSTODIAL FEES

- Gallery Cleaning Only \$50 (Custodian sweep/mop/vacuum, replace paper products, Renters set up and put away all tables and chairs in Gallery)
- Gallery or Partial Auditorium Set up - \$100 (Custodian does above plus set up tables/chairs in Auditorium, Renters put away all tables, stack chairs in Auditorium; Custodian does Sunday set up)
- Auditorium Full Set up/Tear Down - \$200 (Custodian does above plus all tables and Sunday set up)

## AUDIO-VISUAL SUPPORT FEES

Length of event:

- .5 to 1.5 hours \$30
- 1.75 to 3.25 hours \$50
- 3.5 to 4.75 hours \$75
- 5.0 to 7.0 hours \$100

## ACCESS TO THE BUILDING

If you are unfamiliar with the building you will be offered a tour to familiarize yourself with the space. You will be given a temporary code that can be used once. This is a four-digit code that is used at the lock box at the front door. You will be trained on proper locking and unlocking of the building.

## RENTERS RESPONSIBILITIES

- Turn off all lights and lock doors
- Take out Trash and Recycling
- Wipe off tables (if used)
- Wipe down kitchen (if used)

## CHURCH RESPONSIBILITIES

- Set up and Tear Down (unless other arrangements have been made)
- Cleaning
- Replacing paper products
- Setting up Auditorium for Sunday Service

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*See Custodial Fees section or checklist for more details.*



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## RECITAL RENTAL CLAUSE

*All conditions and responsibilities of the Building Use/Rental Agreement apply.*

### Auditorium Room Rental \$75 Flat Rate

- Up to nine students
- Up to two hours
- No chairs moved
- No tables set up
- No food served
- No AV needed

### Auditorium Room Rental \$150 Flat Rate

- Ten or more students
- Up to four hours
- No chairs moved
- No tables set up
- No food served
- No AV needed

If you would like to serve refreshments, a long table will be set up in the Gallery/Fireplace Room. Custodial Fees of \$50 will apply.

If you need Audio Visual assistance with microphones – AV fees of \$50 will apply.