

# Union Chapel Church

## BUILDING USE & RENTAL AGREEMENT FORM

### Building Use Approval Process

- 1) Rental of the Union Chapel Church (UCC) facilities is limited to only attending and engaged members of Union Chapel Church. Renting member must be in attendance for entire event, including all set-up and clean-up. (Member may not rent facilities on behalf of another party)
- 2) The purpose of use, including any event content, must not be in conflict with Union Chapel Church's (UCC's) mission and core values.
- 3) Rental is limited to only the approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
- 4) Rental Request & Approval:
  - Complete the "Building Use Policy & Rental Agreement Form" to start the rental process and submit to Julia Dunham, Administrative Assistant at UCC. Rental requests will be considered no more than 90 days in advance of the event.
  - A deposit equal to 50% of the rental fee will be required to secure the facilities reservation.
  - Final payment of the remaining balance is due prior to the event. Door entry code will not be assigned until final payment has been received.
  - Renter may be subject to further fees if there is breakage, damage or failure to restore the facilities to original condition.

### Building Use Policy

- 1) UCC ministry functions and activities have priority over renters. Rental applications are considered in the order received.
- 2) In the case of ongoing use, such as weekly or monthly rental of facilities, UCC reserves the right to preempt use of the facilities. In such cases, at least two weeks' advance notice will be sent to the contact person for the group.
- 3) Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- 4) No alcoholic beverages, smoking or controlled substances are allowed in the building or in the parking lot or surrounding land, including the playground.
- 5) Nothing may be attached to walls, pews, ceilings, or floors that might damage them.

6) Renters are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.

7) Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time. This includes the playground.

8) At the conclusion of each event, upon leaving the building, you must make certain that:

- All lights and appliances are off.
- All doors are locked.
- Garbage is disposed of properly in dumpster.
- The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
- The floor is swept.
- If the kitchen is used:
  - o All eating and preparation surfaces are washed clean.
  - o All dishes or other kitchen items are washed, dried, and put away.
  - o No food items are left on the premises or in the refrigerator or freezer.

9) UCC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold UCC harmless from all third party claims, liability or damages arising out of such.

10) UCC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

11) Door codes are to be used by renter only and not given to any other persons. Code will be active 2 hours prior to event time and will expire 2 hours after event time.

## **Rental Deposit & Fees**

1) The facility is considered reserved when the deposit is made.

2) Room rental fees will be assigned based on specific room request in accordance to the Rental Chart schedule below.

**Signed by Person Responsible for Event: Agrees to Union Chapel Church's building regulations.**

Signature \_\_\_\_\_ Date \_\_\_\_\_.

Church Signature \_\_\_\_\_ Date \_\_\_\_\_.

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## FACILITIES RENTAL FORM

<b>Name:</b>	<b>Today's Date:</b>
<b>Address:</b>	<b>Phone Number:</b> <small>(Door entry code will be last 4 digits of this number)</small>
<b>Email:</b>	<b>Event Name/Purpose:</b>
<b>Event Date:</b>	<b>Event Time:</b>  <div style="text-align: right; margin-right: 50px;">AM/PM to</div> <div style="text-align: right; margin-right: 50px;">AM/PM</div>

\*Access to facilities for set-up/clean-up will be limited to 2 hours before and 2 hours after event time\*

<b>Please circle facilities you wish to rent:</b>	<b>Rental Fee</b> <small>(50% due when booked, remainder due prior to event)</small>
Fellowship Hall/Kitchen	<b>\$150</b>
Sanctuary	<b>\$250</b>
Chapel	<b>\$150</b>

**\*Audio/Visual Equipment May Only Be Operated by Certified UCC Audio/Visual Technicians\***

**\*Rate for Audio/Visual Technician is \$100 per hour\***

FOR OFFICE USE	Amount	Date Received	CK# or Cash
50% deposit			
Final balance			