



The Unitarian Universalist Church of Kent

228 Gougler Ave • Kent, OH 44240

Phone: 330-673-4247

Email: uukent@sbcglobal.net

RENTAL AGREEMENT

The Unitarian Universalist Church of Kent (UUCK) agrees to rent the designated rooms within its building at 228 Gougler Ave., Kent, OH to:

Name of Renter: _____ **Member / Non-Member** (circle one)

Date of Rental: _____

Rental Start / End Time: _____ **AM / PM** to _____ **AM / PM**

All rentals must pay a \$25.00 non-refundable deposit to reserve space. Then non-refundable deposit will be applied to rental fees.

Designated Room(s)	Room Capacity / Info	Non-Member Fee(s)	Scheduled Fees
____ Sanctuary <i>Social events / Meetings</i>	Seats 110	\$75.00 / for 2 hrs. or less Additional time at \$20/ hr.	
____ Sanctuary <i>Weddings & Rehearsal</i>	Seats 110	\$150.00 / for 4 hrs. or less Additional time at \$20/ hr.	
____ Fessenden Hall <i>Social events / Meetings</i>	Up to 80	\$50 / for 2 hrs. or less Additional time at \$15/hr.	
____ Fessenden Hall <i>Parties / Receptions</i> <i>(includes use of Kitchen)</i>	Up to 80 <i>Includes use of UUCK dishware.</i> <i>Dishwashing is the renter's responsibility; Note: the kitchen does not have a dishwasher.</i>	\$200 / for 4 hrs. or less Additional time at \$15/hr.	
____ Kitchen	<i>Includes use of UUCK dishware.</i> <i>Dishwashing is the renter's responsibility; Note: the kitchen does not have a dishwasher.</i>	\$50 / for 2 hrs. or less Additional time at \$15/hr.	
____ Classroom(s) <i>(non-handicap accessible)</i>	Up to 10	\$25 per room/ 3 hrs. or less Additional time at \$10/hr. per room	
*Sexton <i>Social Events/ Meetings</i>	Required on premises for duration of Non-member rentals + minimum 2 hrs. for cleaning	Minimum 2 hrs. at \$15/hr. Additional time at \$15/hr.	
*Sexton <i>Weddings /Rehearsals</i> <i>Parties / Receptions</i> <i>Funerals / Memorials</i>	Required on premises for duration of Non-member rentals + minimum 2 hrs. for cleaning	Minimum \$60 / 4 hrs. at \$15/hr. Additional time at \$15/hr.	
*Deposit required to reserve space		\$25 non-refundable; Applied towards rental fee	\$25.00 (applied to rental fee)
____ Alcohol Beverages Deposit required	Beer and wine only. All alcoholic beverages must be removed at end of event.	25% of total Rental Fees Will be refunded after event if no damage occurs.	25% of Rental Fee, if applicable
____ **Minister / CLL <i>Wedding/Union Blessing,</i> <i>Rehearsals,</i>	Includes: 2 preparatory meetings	\$300 for service only \$350 with Rehearsal	
____ **Minister / CLL <i>Funeral, Memorial</i>	Includes: preparatory meetings as needed	\$200 for service only \$250 with Committal or Eulogy	

***Mandatory Fee for Members & Non-Members**

****Minister / CLL fees payable directly to Officiant.**

Rental Policies

- A \$25 non-refundable deposit is required. Deposit will be applied towards rental fees.
- All fees are to be paid in full 2 days prior to rental/event.
- Sexton is required to stay on premises for non-member rentals. Any additional time needed for cleaning, beyond what is scheduled will be invoiced.
- The Church has a NO SMOKING policy.
- Additional charges may be incurred if any property damage occurs as a result of the rental.
- Children must be supervised at all times.
- Renters for meetings and social events must respect other groups that may be using the building at the same time. Every effort will be made to avoid concurrent scheduling of groups with conflicting uses.
- All wedding/union blessings and funeral/memorials services not using the UUCK Minister, the UUCK Affiliated Community Minister or the UUCK Commissioned Lay Leader will require prior approval by the UUCK Minister and/or Church Board of Trustees.
- NO THROWING RICE. Throwing birdseed is allowed outdoors only.
- NO LIGHTING CANDLES unless specifically agreed to and noted on this rental agreement. If you are permitted to use candles, do not leave them unattended. *Agreement:* _____
- All decorations to be affixed with Low-tack painter's tape.
- We request for your safety that you please note the locations of the fire extinguishers, first aid and AED equipment.
- Food and Drink are permitted downstairs only; unless otherwise specified on this agreement.
Agreement: _____
- DISHWASHING is the responsibility of the renter. Note: the UUCK kitchen does not have a dishwasher.
- NO ALCOHOLIC BEVERAGES unless specifically agreed to and noted on this rental agreement.
Agreement: _____
- Renter is responsible to remove all items/decorations brought in by renter at the end of event/rental.
- No organization may use the Church name or address to represent or promote the purpose and/or views of such organization.
- Church Parking: After 6 pm weekdays and all day on weekends, parking is available along the street, in the gravel lot behind the Church & Franklin Township Hall and in the across the street at Family & Community Services.
- Long-term Rentals must have Board approval. Long-term rental fees are negotiable on an individual basis. Long-term rentals are exempt from Sexton required to be on premises.

Any individual, organization or members thereof, or any agent of either who misrepresents the identity or purposes of such individual or organization for purposes of entering into this Rental Agreement with the Unitarian Universalist Church of Kent shall be subject to:

1. forfeiture of all rent, fees and deposits held by the UUCK,
2. immediate cancellation of the rental provided for under this Rental Agreement, and
3. prohibition from all future rentals of UUCK property.

Any violation of the forgoing policies will make all future rentals to the Renter subject to approval by the Church's Board of Trustees.

This Rental Agreement may be canceled with or without cause by, and without penalty to, either the Renter or the Church (with the exception of the non-refundable deposit if canceled by Renter) upon one week's written notice prior to the rental date. In addition, the Church reserves the right to renegotiate the terms and conditions of any continuing long-term rental at any time following 60 days after the initial rental date.

I agree that I have read the above Rental Policies and agree to abide by them.

Name: _____

Rental Fees \$ _____

Address: _____

Sexton Fees \$ _____

Phone: _____

Total Rental Fees Due \$ _____

Email: _____

Less Rental Deposit \$ - 25.00

Signature: _____

Rental Balance Due \$ _____

Date: _____

25% Alcohol Consumption Deposit \$ _____

Church Representative: _____

Balance due is required 2 days prior to rental.

Date: _____

Please make check payable to UUCK.

Rental / Event Information for Sexton

Date of Rental / Event _____ Sexton Required for duration of Event? Yes / No
Name of Renter(s) _____ Member / Non-member
Event type _____
Church Space needed _____

Open Church at (what time?) _____
Time rental is scheduled to end at (what time?) _____

Parking signs? Yes / NO

Tables? Yes / No if so, how many _____ Location(s)? _____

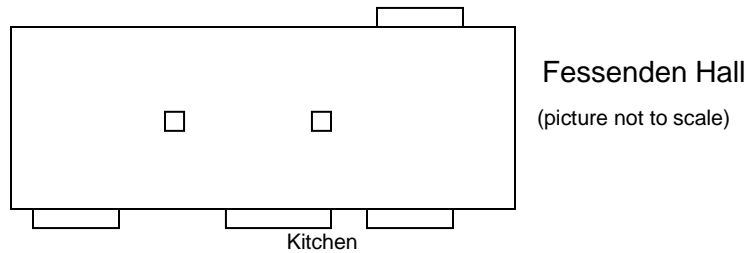


Table Cloths? Yes / No Will be supplied by renter? Use UUCK's ? If so, how many? _____
~Please note, UUCK will use multiple colors.

Chairs? Yes / No if so, how many _____ Location? _____

Weddings

Classroom for dressing? Yes / No

Mirror in Classroom? Yes / No

Cups / Water? Yes / No

Furniture in Sanctuary moved? Yes / No **Additional Sexton fees may apply due to time involved.**

Details _____

Receive Flowers Yes / No if so, what time? _____

Caterer? Yes / No if so, when arriving? _____

Guest book table? Yes / No if so, location ? _____

Decoration removal? Yes / No Decorations to be saved? Yes / No

Additional Sexton fees may apply due to time involved.

Sexton Use Only

Sexton Notes: _____

Additional timed needed beyond contract? Yes / No if so, how much? _____