



THE
UNIVERSALIST
CHURCH
LOVE IS THE SPIRIT

THE UNIVERSALIST CHURCH
433 FERN STREET
WEST HARTFORD, CT 06107
860-233-3669
admin@westhartforduu.org

RENTAL POLICIES & FORMS
FOR THE UNIVERSALIST CHURCH

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Please review our Rental Policy, Facility Regulations, and the Fee Schedule. If you wish to use our facilities, complete the Building Use Agreement Form and Waiver & Release of Liability Form and mail them to the address above along with your \$50 rental deposit.

RENTAL POLICY

Active members of the Church are not charged for use of the Church building when they are using the space for church-related business or for non-profit functions. If a member reserves space in the Church for a function that is for-profit, then the non-member pricing will apply. An “active member” is defined as a member of the Church who has signed the Membership Book and is currently contributing to the Church either financially or through volunteerism on a regular, monthly basis.

Church functions and activities have priority over other renters. Church space is available to individuals and groups. Space usage is assigned on a first-come, first-served basis at times when no service or Church event is scheduled.

A rental period begins when the renting party enters the building and ends when the renting party, or the last person, leaves.

To reserve space at the Church, all renters (members and nonmembers alike) is required to submit a “Building Usage Agreement” Form and return it to the Church office. This form details the date(s) and time(s) of the rental and all areas of the church to be used. The “Building Use Agreement” requires the renter’s signature confirming that these regulations have been reviewed and will be abided by.

The Universalist Church is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.

FACILITY REGULATIONS

CANCELLATION

If an event is cancelled two weeks or more prior to the scheduled event, the renter will be refunded 100% of the deposit made less a \$50 administration fee. In the event of severe weather, we will refund the entire fee.

ALCOHOL AND TOBACCO POLICY

Alcoholic beverages are not permitted on the premises unless agreed upon before signing the Building Use contract. There is no smoking allowed in the Church building.

INSURANCE

Each group must sign a contract for space rental and a waiver and release of liability. All annually contracted groups must secure its own insurance and provide The Universalist Church with a Certificate of Insurance that provides a limit of liability of at least \$1,000,000.

MUSICAL INSTRUMENTS

The use of church musical instruments is strictly prohibited unless it is approved in writing by the Director of Music.

PUBLIC ADDRESS SYSTEM

Use of the PA system in the Sanctuary for any event is allowed ONLY under the guidance of the Sexton or qualified representative of the Church.

BUILDING USE AGREEMENT

- The renter is expected to leave the space in original condition, with all garbage properly disposed of, lights turned off and doors secured at the end of the use.
- The renter is responsible for set up and take down of all tables and chairs and to return all furniture to original placement
- The users and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space.
- Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- Nothing may be attached to walls, pews, ceilings, or floors that might damage same. All decorations must be removed.

KITCHEN USE AGREEMENT

- All eating and preparation surfaces are washed and sanitized.
- Coffee grounds are disposed of in the trash, not in the sink.
- All dishes or other kitchen items are washed, dried, and put away.
- No food items are left on the premises or in the refrigerator or freezer. Remove all unused food and dispose of all trash in the outside dumpsters
- Fill out clean-up checklist and leave on kitchen counter before leaving

FEE SCHEDULE

All requests for space must be made or confirmed in writing using the forms provided.

- A \$50 deposit and signed Building Use Forms will secure your rental space.
- Full payment for the rental is due one week prior to the scheduled event.
- An additional \$50 sexton fee will be incurred when unusual cleanup is required after rental.
- All annual renewal rentals will be renewed in July.

| ROOM RENTALS | | | | | | | |
|------------------------|-----------|------------|-----------------------|--------------------------------------|---------------------------|--------|--|
| | Sanctuary | Fiske Hall | Fiske Hall Kitchen | Program Center with Kitchen | Multi- Purpose Room | Parlor | Boardroom, Lounge, Library Meditation Room |
| Maximum Occupancy | 400 | 200 | 10 | 100 | 125 | 15 | 15 |
| ONE HOUR RENTAL | | | | | | | |
| Member | \$40 | \$25 | \$20 | \$20 | \$10 | * | * |
| Non-Member | \$75 | \$50 | \$50 | \$40 | \$25 | \$25 | \$10 |
| PER DAY RENTAL | | | | | | | |
| Member | \$100 | \$100 | \$100 | \$100 | \$75 | \$50 | \$50 |
| Non-Member | \$400 | \$250 | \$200 | \$175 | \$150 | \$75 | \$75 |

| | | |
|--------------------------------------|--|-------|
| SEXTON FEE 4-hour minimum | <i>Required for all events with 75 or more people attending: the Sexton will lock and unlock the building, help with facility management, provide safety measures and help direct guests while inside the facility</i> | \$125 |
|--------------------------------------|--|-------|

| WEDDINGS | M | NM | MEMORIAL SERVICES | M | NM |
|--|-------|-------|--|-------|-------|
| Minister: meetings, rehearsal and ceremony | H | \$400 | Minister: meetings, rehearsal & ceremony | H | H |
| Minister: off-site, add travel expense | H | \$450 | Minister: off-site ceremony | H | H |
| Sanctuary | H | \$400 | Sanctuary | H | H |
| Reception Hall | \$200 | \$200 | Reception Hall | H | H |
| Sexton: up to 5 hours (required) | \$150 | \$150 | Sexton: up to 4 hours (required) | \$125 | \$125 |
| Organist/Pianist | \$300 | \$300 | Organist/Pianist | \$200 | \$200 |
| Soloist | \$140 | \$140 | Soloist | \$100 | \$100 |
| Deposit | \$200 | \$200 | Deposit | \$200 | \$200 |

NM: Non-Member
M: Member
H: Honorary Donation

* Space is free of charge for church/member meetings and church member using the space for non-profit use.

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BUILDING USE AGREEMENT

Please refer to the Rental Policy before filling out this agreement.

| | | |
|-------------------------------|---------------|-------------------|
| Name of Organization or Event | | Today's Date |
| Your Name | | Non-Profit Yes/No |
| Address | | |
| Contact Phone | Contact Email | |
| Type of Program/Event | | |
| Number of Participants | | |
| Event Dates and Times | | |

Does your organization have liability insurance? **YES/NO**

| Room Rental | Hours Rented | Cost Per Hour/Day | Total Per Day | Total Per Month |
|-------------------|--------------|-------------------|------------------|-----------------|
| Sanctuary | | | | |
| Fiske Hall | | | | |
| Nielson Kitchen | | | | |
| Multipurpose Room | | | | |
| Parlor | | | | |
| Program Center | | | | |
| Boardroom | | | | |
| Lounge | | | | |
| Meditation Room | | | | |
| Library | | | | |
| Sexton Fee | | | | |
| | | | TOTAL DUE | |

I HAVE READ THE UNIVERSALIST CHURCH "RENTAL POLICIES AND FACILITIES REGULATIONS" AND AGREE TO ABIDE BY THE RULES AND PAY THE FEES AS SET FORTH THEREIN.

Your Signature _____

Date: _____

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by The Universalist Church to use the facilities owned by the Church, under terms as outlined in Rental Policy and Space Rental Agreement, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against The Universalist Church, its members, rector, vestry, wardens, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify the The Universalist Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Date

Name (print)

Group Name

Address