



**Universalist  
CHURCH**  
of West Hartford  
*Love is the Spirit*

**THE UNIVERSALIST CHURCH  
433 FERN STREET  
WEST HARTFORD, CT 06107  
860-233-3669  
[admin@westhartforduu.org](mailto: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. If you would like to move the pianos for a concert, please ask for our Piano Policy handout.

### **PUBLIC ADDRESS SYSTEM**

Use of the PA system in the Sanctuary for any event is allowed ONLY under the guidance of our staff 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.
- All trash must be removed from the church building and placed in the dumpster in the parking lot

### **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 staffing fee will be incurred when unusual cleanup is required after rental.
- All annual renewal rentals will be renewed in July.

<b>ROOM RENTALS</b>							
	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
<b>ONE HOUR RENTAL</b>							
Member	\$40	\$25	\$20	\$20	\$10	10	10
Non-Member	\$75	\$50	\$50	\$40	\$25	\$25	\$15
<b>PER DAY RENTAL</b>							
Member	\$100	\$100	\$100	\$100	\$75	\$50	\$50
Non-Member	\$400	\$250	\$200	\$175	\$150	\$75	\$75

<b>STAFFING FEE 4-hour minimum</b>	<i>Required for all events with 75 or more people attending: the staff will lock and unlock the building, help with facility management, provide safety measures and help direct guests while inside the facility</i>	\$125
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<b>WEDDINGS</b>	M	NM	<b>MEMORIAL SERVICES</b>	M	NM
Minister: meetings, rehearsal and ceremony	H	\$500	Minister: meetings, rehearsal & ceremony	H	300
Minister: off-site, add travel expense	H	\$500	Minister: off-site, add travel expense	H	300
Sanctuary	H	\$400	Sanctuary	H	100
Reception Hall	\$200	\$200	Reception Hall	H	100
Staffing Fee: up to 5 hours (required)	\$150	\$150	Staffing Fee: 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

**BAPTISMS/CHILD DEDICATIONS** for Non-members:  
\$100 Minister's Honorarium, no sanctuary rental fee

\* 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				
Staffing Fee				
			<b>TOTAL DUE</b>	

**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.

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Signature

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Date

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Name (print)

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Group Name

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Address