



Universalist
CHURCH
of West Hartford

Love is the Spirit



Event & Business Rentals

2019

Church Office
233 Fern Street
West Hartford, CT, 06107

Tel: 860-233-3669 ext. 106
Email: info@westhartforduu.org
Website: www.westhartforduu.org

CONTENTS

| | |
|-------------------------------------|---|
| RENTAL POLICY _____ | 3 |
| FACILITY REGULATIONS _____ | 4 |
| BUILDING USE AGREEMENT _____ | 5 |
| ROOM RENTAL FEES _____ | 6 |
| WEDDING & MEMORIALS _____ | 7 |
| BUILDING USE AGREEMENT-page 1 _____ | 8 |
| LIABILITY FORM - page 2 _____ | 9 |

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

Church Office
 233 Fern Street
 West Hartford, CT 06107

Tel: 860-233-3669 ext. 106
 Email: info@westhartforduu.org

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 that are related to the church's mission. If a member reserves space in the Church for a function that is for-profit, then the 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. Space usage is assigned on a first-come, first-served basis at times when no service or Church event is scheduled. Church rental space is available to individuals and groups.

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

To reserve space at the Church, all renters (members and non-members) are required to complete a Building Usage Agreement and Liability Form and return it to the Church office. These forms require 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

ALCOHOL AND TOBACCO POLICY

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

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.

SANCTUARY AMPLIFICATION SYSTEM

Use of the sanctuary amplification system is allowed ONLY under the guidance of our staff or qualified representative of the Church.

BUILDING SECURITY

We have an electronic door security system. Our doors are programmed to unlock and lock automatically during events and meetings. If you are a weekend renter, a staff member will meet with leaders of your rental group to review the security procedures in the 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.

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.

BUILDING USE AGREEMENT

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 renters and guests shall 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 the property. Painter's tape is allowed to secure posters and signs on windows and walls. All signs and decorations must be removed at the end of your event.
- All trash must be removed from the church building and placed in the dumpster in the parking lot. Please bring your own trash bags for disposal.

COMMERCIAL KITCHEN USE AGREEMENT (does not apply to the Program Center)

- 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.
- When your rental time is done, please complete the **clean-up checklist**, which can be found on the kitchen counter. Please leave the completed checklist on the counter.

ROOM RENTAL FEES- 2018

All requests for space must be confirmed by the church office before sending this form.

- A \$50 deposit and signed Building Use and Liability Form 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.

| ROOM RENTAL FEES | | | | | | | |
|------------------------------|------------|------------|-----------------------|--------------------------------|---------------------------|-----------|--|
| | 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 | \$50 | \$40 | \$25 | \$25 | \$20 | 15 | 10 |
| Non-Member | \$100 | \$80 | \$50 | \$50 | \$40 | \$30 | \$20 |
| | | | | | | | |
| PER DAY RENTAL | | | | | | | |
| Member | \$300 | \$250 | \$100 | \$150 | \$150 | \$75 | \$75 |
| Non-Member | \$600 | \$500 | \$200 | \$300 | \$300 | \$150 | \$150 |

| | | |
|--|---|--------------|
| STAFFING FEE 4-hour minimum | <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 |
|--|---|--------------|

* Space is free of charge for church/member meetings and church members using the space for non-profit use that supports the mission of the church (contact the church office for more information.)

* We offer discounted rental fees to non-profit organizations and start-up businesses. See the Congregational Administrator for more details.

WEDDING & MEMORIALS

| WEDDINGS | M | NM | MEMORIAL SERVICES | M | NM |
|--|-------|-------|--|-------|-------|
| Minister: meetings, rehearsal and ceremony | H | \$500 | Minister: meetings, rehearsal and 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 for more than 30 guests) | \$125 | \$125 |
| Organist/Pianist* | \$300 | \$300 | Organist/Pianist* | \$200 | \$200 |
| Soloist | \$140 | \$140 | Soloist | \$100 | \$100 |
| Deposit | \$200 | \$200 | Deposit | \$200 | \$200 |

M: Member

NM: Non-Member

H: Honorary Donation

*Our Director of Music has first right of refusal for weddings and memorial services.

BUILDING USE AGREEMENT-PAGE 1

THE UNIVERALIST CHURCH - 433 Fern Street, West Hartford, CT 06107
860-233-3669 ext. 106 info@westhartforduu.org

Please read our 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 | | | |

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

LIABILITY FORM – PAGE 2

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent, we agree to use the facilities owned by The Universalist Church, under terms as outlined in Rental Policy, Facility regulations and Building Use Agreement. I, and members of the represented group, our guests and administrators assign a 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, Board of Trustees or employees 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 Universalist Church from all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees 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.

Does your organization have liability insurance? YES/NO

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.

Signature _____

Date: _____