

Click Here for Our Online Rental Form



Universalist
CHURCH
of West Hartford

Love is the Spirit



Event & Business Rentals

Church Office
433 Fern Street
West Hartford, CT, 06107

Tel: 860-233-3669 ext. 103
Email: finance@westhartforduu.org
Website: www.westhartforduu.org

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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.

Church Finance Office
 The Universalist Church
 233 Fern Street
 West Hartford, CT 06107

Tel: 860-233-3669 ext. 103
 Email: finance@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 basis.

Church functions and activities have priority over outside 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. There is free parking in the back of the church and across the street in a residential neighborhood.

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 the loss of any personal possessions belonging to renters or those attending events. 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 have the pianos moved for an event, 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. Please do not prop the doors to keep them open. This will compromise the security of the building.

INSURANCE

Each group that is a regular renter 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. The only exception is Anonymous Support Groups.

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 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.
- 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.
- The renter is expected to leave the space in original condition, with all lights turned off and doors secured at the end of the rental.
- Children may be present only in the direct care of 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.

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- 2021

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.
- All annual renewal rentals are due in July with new agreement forms signed.
- All events with larger than 25 people are required to remove trash from the church building and placed in the dumpster in the parking lot. Non-compliance could result in a \$100 additional cleaning fee.

ROOM RENTAL FEES						
	Sanctuary	Fiske Hall	Commercial Kitchen	Program Center with Kitchen	Multi-Purpose Room	Parlor, Boardroom, Meditation Room, Classrooms
Maximum Occupancy	400	200	10	100	100	15
ONE HOUR RENTAL						
Member	\$50	\$40	\$25	\$25	\$20	15
Non-Member	\$100	\$80	\$50	\$50	\$40	\$30
PER DAY RENTAL						
Member	\$300	\$250	\$100	\$150	\$150	\$75
Non-Member	\$600	\$500	\$200	\$300	\$300	\$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>					

* Space is free of charge for 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.

WEDDINGS & MEMORIALS

WEDDINGS	M	NM	MEMORIAL SERVICES	M	NM
On-Site Ministerial fee: Meetings, Rehearsal & Ceremony	H	\$550	On-Site Ministerial Meetings & ceremony	H	385
Minister off-site (does not include travel expense)	H	\$550	Minister off-site (does not include travel expense)	H	400
Sanctuary Rental	H	\$400	Sanctuary Rental	H	100
Reception Hall Rental	\$200	\$200	Reception Hall Rental	H	100
Staffing Fee	\$150	\$150	Staffing Fee	\$100	\$100
Organist/Pianist*	\$300	\$300	Organist/Pianist*	\$200	\$200
Soloist	\$150	\$150	Soloist	\$150	\$150
Deposit Due to Reserve Event		\$200	No Deposit Needed for Memorial Services		

M: Member

NM: Non-Member

H: Honorary Donation

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

RENTAL AGREEMENT - PAGE 1

THE UNIVERALIST CHURCH - 433 Fern Street, West Hartford, CT 06107
860-233-3669 ext. 103 finance@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	Total Hours Rented	TOTAL FEE (per hour, day or month)
Sanctuary		
Fiske Hall		
Commercial Kitchen		
Multipurpose Room		
Parlor		
Program Center		
Boardroom		
Lounge		
Memorial Library		
Staffing Fee		

I agree to pay rent and abide by the church policies written within this document.

Signature:

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: _____