

SHORELINE UNITARIAN UNIVERSALIST SOCIETY

BUILDING USE & RENTAL AGREEMENT

This Agreement is entered into as of _____, 20____

by and between _____(Renter), whose
address and telephone number are

_____ and the Shoreline Unitarian Universalist Society (SUUS).

For general information on building use, refer to the Rental/Building Use Policy. This document covers the purpose for renting and the guidelines for approving building use, as well as information about the building use categories. SUUS seeks to reach out to the community and welcomes making connections, however, rental for any activity that goes against our mission or conflicts with our bylaws is prohibited.

Approval of the use of the grounds and facilities does not constitute or imply SUUS' endorsement of a group, its mission, or its positions. Groups/individuals approved to use the facilities must not advertise the event as to imply endorsement by the Congregation, however specific permission to do so may be granted due to a program's particular connection to the church (SUUS) mission.

1.0 Description of Facilities

Meeting Room/Sanctuary: This is a space for worship, ceremonies, concerts, meetings and other events. It features an open space with flexible seating. In this room, no material may be affixed to the walls, or other surfaces by means of any fasteners such as nails, screws, etc. Tape may not be affixed to the walls or any other painted surface. The piano may not be moved without permission. Capacity is approximately 100 persons.

Living Room: This room has comfortable seating and an intimate and relaxed atmosphere. Depending on use, it can accommodate up to 15 people. Furniture may not be moved or removed without permission.

Fellowship Hall: This basement space has recently been remodeled with a full functioning kitchen. This open space has room for tables and chairs for about 50-55 people. A small sitting area and bathroom are also on this level.

Religious Education (RE) Classrooms: A variety of smaller rooms are also available on the second floor. Furniture and materials in these rooms must remain in these rooms. None of the materials in these classrooms may be used by any renter.

SHORELINE UNITARIAN UNIVERSALIST SOCIETY

2.0 Rental Fee Schedule

Facility	Schedule	Full Rate	Non-Profit or Member Rate	Overtime (/hr)
Meeting Room	All day/ 8 Hours	\$300	\$150	\$45
	1/2 day/ 4 Hours	\$180	\$90	
	Hourly	\$90	\$45	
Living Room	All day/ 8 Hours	\$80	\$40	\$12
	1/2 day/ 4 hours	\$48	\$24	
	Hourly	\$24	\$12	
Fellowship Hall	All day/ 8 Hours	\$200	\$100	\$30
	1/2 day/ 4 Hours	\$120	\$60	
	Hourly	\$60	\$30	
RE Classroom(s)	All day/ 8 Hours	\$80	\$40	\$12
	1/2 day/ 4 Hours	\$48	\$24	
	Hourly	\$24	\$12	

SHORELINE UNITARIAN UNIVERSALIST SOCIETY

3.0 Rental Guidelines

- All persons applying for use of the facility must be at least 21 years old.
- A non-refundable down payment of 25% is required with the signed contract. Full payment is required 10 days before the event.
- If SUUS cancels the event, it will return the deposit and any payments to the renter but will incur no other liability as a result of the cancellation.
- The renter/user will be responsible for the costs of any damages or replacement charges that occur during the use of the facility. For any damage that may occur to the buildings or property, the Church will make the necessary repairs or replacements and bill the renter.
- The building and all equipment must be left in a clean and orderly fashion. All furnishings are to be returned to their place.
- The Society reserves the right to remove from the premises any person or group who is deemed by its representatives to present him or herself in an inappropriate fashion.
- Arrangement for the delivery of any equipment for an event must be coordinated with the Administrator. Equipment must be removed no later than 9:00 am the following morning. Any exceptions to this must be agreed in advance by the Administrator.
- Due to the high level of activity at SUUS, several events may take place simultaneously in different parts of the building. Mutual respect for each other's presence is expected. Any conflicts should be directed to the Administrator.
- The renter/user has access to the parking area at SUUS, but must respect the designated reserved parking signs posted.
- The renter/user will not block any exit doors at any time during their rental.
- The renter/user is responsible to assure the safety of children during the time of the rental. Supervision of children is required at all times.
- The renter/user agrees to waive and release all claims and causes of action of every kind which the renter now has or which at any time hereafter arise, against the Society, its officers, employees, or members relating directly or indirectly to the function held unless such claims or causes of action result from acts of omissions of the Society, its officers, employees, or members which are negligent or known to be wrongful.
- If the guidelines are not adhered to, the renter/user may forfeit the right to use the facilities and the function will be terminated by the Society.
- Renters/users must provide Certificate of Insurance in the amount of \$1,000,000 in which SUUS is listed as "additional insured" party. This must be provided to the Administrator 10 days before the event or use of the building, unless subject to the Exceptions (Paragraph 5.0).
- Request approval for any signage placement.

4.0 Restrictions

The following are not allowed:

- Food and/or beverages in the Meeting Room.
- Throwing of rice, birdseed, confetti, paper rose petals.
- Flowers or plants placed on the floor without protective covering.
- Thumb tacks, nails, or tape on walls or woodwork.
- Fires, including candles and incense.
- Smoking anywhere within the building, smoking in designated area of the parking lot is allowed if the smokers clean up their debris.

SHORELINE UNITARIAN UNIVERSALIST SOCIETY

- Firearms or other weapons anywhere on the premises.
- Use of the playground without approval.
- Placing signage or similar items on the SUUS property.
- Use of the piano in the Meeting Room or Living Room, without approval.
- Use of the Smart Board, projector, sound system or other electronic equipment.
- Animals are not permitted inside the facility except for service animals specifically trained to aid a person with a disability.
- Alcohol

5.0 Exceptions

If SUUS grants an exception to **3.0 Rental Guidelines** (e.g., furniture might not need to be returned to original placement, if the next event would use the same alternative arrangement) or **4.0 Restrictions** (e.g., food might be allowed in meeting room, if chairs were not vulnerable in set-up), it will only apply to the specific event covered by this Agreement and must be specifically detailed in this Agreement.

6.0 Access

When an access key is provided for building use, the renter will leave "on hold" a refundable deposit of \$50. This deposit will be refunded when the key is returned at the end of the event.

7.0 Rental Agreement

Please sign this Agreement and return it promptly so that the requested date(s) can be reserved. A 25% down payment is required to hold the facilities and should accompany this Agreement. Final payment is due 10 days before the date of the event.

Checks should be made payable to "SUUS". Mail completed application to: SUUS, 297 Boston Post Road, Madison, CT 06443. If you have questions, contact the Administrator at the church office - 203-245-8720 or email at office @ shoreline-unitarian.org.

8.0 Clean Up Check List

All renters/users (members, staff or non-members) must return the facility to the same condition in which it was found, in every respect.

- Dispose of trash to receptacles. If the event is expected to generate an excessive amount of trash, the renter/user would need to remove the excess from the premises.
- Sweep and/or vacuum floors as necessary. Mop if needed - equipment can be found in the upstairs front hallway (front of the building facing the road).
- Wipe down and put away all tables and chairs.
- Replace chairs and any other furniture to the way they were found.
- Pick up any litter at entryways or outdoors.
- Take away any pamphlets, brochures, or other material event material.
- All lights must be turned out.
- All doors and windows must be closed and locked.
- Everyone should be out of the building before building is secured.

SHORELINE UNITARIAN UNIVERSALIST SOCIETY

BUILDING USE AND RENTAL AGREEMENT FORM

Renter Contact Information

Date Submitted: _____

Name of User Group: _____

Contact Person*: _____

Non-Profit: ___ Yes ___ No SUUS Member ___ Yes ___ No

Phone: (day) _____ (evening) _____ (cell) _____

Email: _____

Date(s) of Event: _____

Time of Use: From _____ To _____ (including set-up/clean-up)

Room(s) Requested: _____ Number Attending: _____

Will Food Be Served? ___ Yes ___ No Will merchandise or books be sold? ___ Yes ___ No

Will admission be charged or recommended? ___ Yes ___ No

*Contact person is the one responsible for set-up & clean-up activities, liaison with Administrator, outside parties, rentals, etc.

Event Information

Describe Event:

Additional information regarding space use:

Insurance Coverage is attached. Yes ___ No ___ If no, state reason. _____

Signed (Renter) : _____ Date: _____

Signed (SUUS) : _____ Date: _____

FOR SUUS USE ONLY

Total fee quoted:	\$ _____	By _____	
25% Down payment received:	\$ _____	Date _____	By _____
Balance Received	\$ _____	Date _____	By _____
Key Given:	Date _____	By _____	\$50 refundable Deposit _____
Key Returned:	Date _____	By _____	Deposit Refunded _____
