

Unitarian Universalist Fellowship at Salisbury

Facility Rental Agreement

Please complete this form and return it promptly so that your requested date(s) can be reserved. A 50% deposit is required to hold our facilities and should accompany this application. Final payment is due one week prior to your event. Checks should be made payable to "UUFS". (There will be a \$30.00 fee if the check is returned.) Members of the UUFS may rent the facility free of charge as long as the event is not incoming producing. This form is still to be completed in order to reserve the facility. If you have questions, contact Sara Moulton, Administrative Assistant 410-422-9654.

FEES:

Members, Non-Profit Event: Free

Non-Members and Member For-Profit Events: \$25/hour

Mail completed application and deposit to: UUFS, PO Box 1904, Salisbury, MD 21802

CONTACT INFORMATION

Name:	
Organization:	
Non-Profit:	Yes No
UUFS Member:	Yes No
Address:	
Phone:	

EVENT INFORMATION

Type of Event:	
Date(s):	
Time:	From To
Number of people attending:	
Food Involved:	Yes No Catered: Yes No

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Rental Guidelines

THE UNITARIAN UNIVERSALIST FELLOWSHIP will provide the following:

Provide a clean and orderly space.

Provide someone to unlock the doors and lock up after the event.

_____ (Renting Organization or Individual) is responsible for the following:

- Do your own set up and clean up.
- Leave the building as it was found. In the event that cleaning is necessary after the renter has left the premises, pay at the rate of \$25 an hour for the cleaning necessary. Cleaning includes wiping off tables and returning furniture, chairs and tables to their original position; emptying waste baskets; and broom sweeping, mopping and/or vacuuming as necessary.
- UUFS is a green sanctuary and committed to the concept of Zero Waste. When using the kitchen all recyclable items should be separated following the directions posted in the kitchen and put in the containers provided. Trash should be placed in the trash container.
- The kitchen may not be used for food preparation. It may be used for heating of food and serving of food and beverages. Renters may use the utensils, dishes, and serving dishes provided they are cleaned and put away after use.
- Renters need to provide for their own childcare during the time they are renting. Children must always be supervised.
- Smoking is allowed only in the vicinity of the smokeless cigarette container located outside the building.
- Pets are not allowed in the fellowship.
- If decorations and displays are put up, they should not cause damage to church property and must be removed at the conclusion of the event. All space should be restored to its original condition.
- Outside decorations must be approved by church personnel.
- All posters, flyers, announcements and advertising for your event must include a contact phone number from your organization, not the church office number.
- All posters, flyers, announcements and advertising for your event must be worded in such a way that it does not appear as if UUFS is sponsoring the event.

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- This building is used as our sacred space. The Renter may not take down or move any items such as flags, banners or art objects from the walls, ceilings, windows, etc. In the sanctuary, chairs and tables may be moved but must be put back in their original places and order.
- Removing or moving items in the religious education rooms may only be done with the permission of the Director of Religious Education, Minister or President of the Board of Trustees. If permission is granted, the items in the rooms and/or areas involved must be put back to their original locations.
- Parking: UUFS does have a small parking lot on the east side of the building. The property on the west side is a private residence and attendees shall not park on this property. Attendees are asked not to park on the properties of the residents on streets surrounding UUFS.
- Renter agrees to abide by the laws set by the city of Salisbury. Renter agrees to abide by the regulations set by the Salisbury Police Department and the Salisbury Fire Department. UUFS facilities and property may not be used for any illegal activities.
- The undersigned is at least 21 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group, or as a result of any windows or doors being left open or unlocked during or after use.
- The renter may not sub-let the facility they have rented to any other person or entity.

Furthermore, the undersigned understands that all fees paid to the UUFS are non-refundable and that the UUFS will not be responsible for the loss, damage or theft of personal property of, or personal injury to, those occupying the facility. The undersigned acknowledges receipt of a copy of the UUFS Rental Guidelines and agrees, individually and on behalf of the above named organization, to abide by them.

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by: _____ Date _____

On behalf of (organization) _____

Representative for UUFS: _____

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To Be Filled Out By UUFS Representative:

Deposit Cash/Check No. _____ Amount _____ Date _____

Received by _____

Renter abided by contract (circle one) Yes No Fees Assessed _____

Fees Received: Cash/Check No. _____ Amount _____ Date _____

Received by _____

Notes: -

Adopted by the Board of Trustees February 20, 2011