

UUCT Rental Checklist and Agreement

Name: _____ Event Date: _____ Approved: _____

Fees:

- Total Rental Fees: \$ _____
- 25% Due upon Approval \$ _____
- 50% Payment \$ _____ Due: ___/___/___
- Final Payment \$ _____ Due: ___/___/___
- Cleaning Deposit: \$250 (Sanctuary only)
- Cleaning Deposit: \$25/\$50 (other rooms)
- Key deposit \$15 per key / # of keys _____

Other Fees:

- Sound System (Check with staff for fees and additional requirements before use*)
- Clergy support requested TBD \$ _____
- \$50 tuning fee if grand piano is moved
- (On-site staff TBD - Sanctuary after 6 p.m.)

Rental Liability Insurance (Min. \$1Million):

- Liability Policy Certificate of Insurance
- Liquor Liability Insurance Rider (if serving alcoholic beverages at event – see MPP)
- Date certificate(s) attached to Rental Agreement: ___/___/___ (Staff: _____)**








Access to Buildings:

- Codes for keyless entry: _____
- Facility keys picked up: _____
 - Facility keys returned: _____
- (\$15 charged per key if not returned by: ___/___)

INCLUDED in Rental Agreement:

- Use of grounds near facilities/parking lots
- Sanctuary/Kitchen/Veranda/Mem. Garden
- Room L
- Room C
- Bathrooms (Upper complex)
- Bathrooms (Sanctuary)
- Other Room(s) _____
- Dishware/glassware/utensils
- Fridge, stove, dishwasher, microwave
- Playground areas

EXCLUDED from Rental Agreement:

-  Piano(s) (Need Music Director approval)
-  Linens
-  Food items in fridge, cabinets, or shelves
-  Drink/service items (coffee, sugar, etc.)
-  Flower arrangements
-  Disposable paper/plastic service items
-  Office equipment/copier services

UUCT Staff Notes: _____

Event Set up:

- Tables and chairs may be used and rearranged as needed for your event.
- Prior approval and instructions are needed for moving the lectern and/or piano.*
- Light switches for the sanctuary and the walkway near the Memorial Garden are located in the foyer above the credenza (behind board).
- The sanctuary thermostat is located on the wall near the cabinets and service window.
- Locate fire extinguishers, AED and First Aid kits.

Accommodations and Requests:

- Smoking is allowed outdoors away from the buildings. Provide ashtrays and empty them safely after your event. (No butts on ground)
- Use birdseed or bubbles instead of rice or confetti/streamers for any celebrations.
- Place beer kegs outside in appropriate areas away from buildings (not in Memorial Garden).
- Use drop cloths or containers under indoor beverage tables to protect floors or carpets from spills.
- Do not release any balloons in sanctuary or from anywhere on the grounds.
- Onsite use of Styrofoam items is discouraged.

Clean up Duties:

- Dispose of leftover ice in an area that does not damage plants or property.
- Recycle/remove all empty drink containers.
- Remove leftover drinks/items from premises.
- Remove leftover food/items from premises.
- Clean kitchen and food service areas.
- Clean bathrooms and restock paper items.
- Place trash inside City waste mgt. containers (+Overflow trash must be taken with you—or \$75 charged for overflow trash removal).
- Reset the room to approximate set up prior to your event; follow attached instructions for sanctuary set up. Clean chairs/floors as needed.
- Clean and close the drop-down/pass-through service counter before leaving.
- Clean tables before putting them away.
- Return keys to UUCT Office Administrator.

Questions?

*UUCT Office Administrator: (850) 385-5115
9 a.m. to 2 p.m. Office Hours

UUCT VP for Management (850) 877-5950 (Vol.)

_____ VPMGT 10/16