



**Building Rental Agreement**  
**Unitarian Universalist Congregation (UUC)**  
421 South Farwell Street  
Eau Claire, WI 54701  
(715) 834-0690

Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time: Open Building \_\_\_\_\_ Close Building \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Fees for one-time use, up to six hours (Additional hours at a pro-rated fee.):**

**Wedding/Memorial Fees:**

(Whole building rental - Buddha Room, Sanctuary, Kitchen/Social Hall, Seekers Room)

\_\_\_\_\_ \$200 Wedding/Memorial (Service only, rehearsal is included)

\_\_\_\_\_ \$350 Wedding/Memorial with Reception

**Group/Organization Fees:**

\_\_\_\_\_ Second floor - Buddha Room (\$25.00)

\_\_\_\_\_ Upstairs-Sanctuary (\$200.00)

\_\_\_\_\_ Downstairs-Kitchen/Social Hall (\$150.00)

\_\_\_\_\_ Seekers (\$50.00)

***Seating maximums in rental areas:***

***Sanctuary: 150 Buddha Room 15 Annex Meeting Room: 12***

***Social Hall: 70 seated; 100 standing reception***

- UUC is happy to tentatively reserve space for your event. A minimum payment of \$25 is required for us to confirm your rental. This payment will not be reimbursed unless cancellation of your rental takes place 2 weeks before your reserved date. We also require your signature on the form enclosed. Your signature as a representative of the group using the building constitutes an agreement to release the UUC of all liability during or resulting from your scheduled event.
- Our building is smoke free. Temperate use of alcohol will be permitted with prior authorization from church personnel.
- All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be scheduled with UUC representative. Please seek advice from the UUC representative before decorating.

## Building Rental Agreement

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This completed form accompanied with your deposit and signed agreement reserves the space you requested.

UUC's and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the church office so that your rental can be recorded on the church calendar.

THE UNITARIAN UNIVERSALIST CONGREGATION will provide the following:

Provide a clean and orderly space.

Provide orientation to the building and equipment use.

Provide someone to unlock the doors and lock up after the event or provide a set of keys (\$25.00 key deposit fee for non-members.)

\_\_\_\_\_ (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.
- Payment of the total rental fee 2 weeks before the date of use.
- 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.
- Outside decorations must be approved by church personnel. Messages with political or religious content are prohibited from being displayed outside the building.

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) \_\_\_\_\_

Witnessed for UUC by \_\_\_\_\_

### OFFICE USE ONLY:

\$ \_\_\_\_\_ Rental Fee

\$ \_\_\_\_\_ Payment enclosed (min. \$25.00)

\$ \_\_\_\_\_ Balance Due 2 weeks before event

\_\_\_\_\_ **\$25 Key deposit** \_\_\_\_\_ Date paid \_\_\_\_\_ Date key given to renter

\_\_\_\_\_ Date deposit returned to renter \_\_\_\_\_ Date key returned to office

\_\_\_\_\_ **Staff to open bldg.**

## BUILDING USE POLICY AND PROCEDURE

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The UUC building is open to all individuals and groups that are compatible with our U.U. Principles. The UUC reserves the right to decline rental requests.

### BUILDING USE CALENDAR

The calendar is kept in the church office and maintained by the Office Manager. Please check the calendar in person (or call the church office) before publicizing any event, because rentals, weddings/memorial services, and other church events may also be scheduled.

### KEYS

Keys may be obtained through the Office Manager. If you need to open the building for groups, programs, repair, etc., please request a key. **Non-members who require keys will make a \$25.00 key deposit.**

### PARKING

Free parking is available across Gray Street on weekends and evenings. Metered parking is available across Farwell Street and on Gray Street. Renters may use the church alley if staff will not be using it during the rental.

### OPENING THE BUILDING

Your key will open the door to the Gray Street entrance. Please enter through this door and unlock it from the inside if attendees will use this door. The south front door on Farwell Street may be unlocked from the inside, too, if your group will be using that door. It can be unlocked by pressing the plunger flat and sliding the little toggle switch into lock position. The right side of the door (from inside, looking toward the street) should remain locked into the ceiling/floor.

### LIGHTS

Please turn on enough lights to welcome people in and through the building. The lights in the sanctuary can be turned on in the passageway on the left of the sanctuary. In the event of a power failure, the exit signs will remain illuminated. **Please remember to turn off all the lights when you leave.**

### HEAT

Summer rentals: **please note that there is no air-conditioning in the main building.** The Annex has air-conditioning. There are four thermostats available to renters. 1) The thermostat by the piano regulates the heat for the sanctuary. 2) The thermostat in the Buddha room regulates heat in that room. 3) The thermostat in the basement (on the center post that divides the two rooms on the west end of the room) regulates the heat in the basement. 4) The thermostat in the Seekers Room regulates that heat and air conditioning in that space. Push the up/ahead arrow on the thermostat to 70°. Renters are responsible turning heat down to 55° before leaving the building. Report problems to the Office Manager.

### WINDOWS

The only windows that open are in the sanctuary, gathering room, Buddha Room (top floor), and Seekers Room. The windows around the sanctuary and gathering room are tricky/dangerous to open and keep open. The top section often falls when you lift the bottom section; it is best to work with a second person when opening them. **NEVER** open the windows with stained glass. Remember to close the windows that you have opened. There is an attic fan; the switch is behind the door to the Buddha Room. It is for use when some of the windows are open in the summer. It is disconnected and covered in colder weather.

**PIANO**

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The piano should **NEVER** be moved off the level on which it is located. If it is repositioned on that level, please return it to its original position.

**CLOSING THE BUILDING**

Please think about the security of the building as you turn out lights and lock up. There are currently two usable entrances into the building: the south front entry on Farwell Street and the Annex Door on Gray Street. The north front entry on Farwell Street may be used, as necessary, for an emergency exit. Even if you did not open a door, please check that **ALL** doors are securely locked when you leave after your event. People from your event may have exited out a door that you did not previously unlock.

**SOUND SYSTEM**

The sound system is set for our weekly Worship Services. Please ask for help if you need the sound system altered for your event.