



**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.):**

**Group/Organization Fees:**

\_\_\_\_\_ Second floor - Buddha Room (\$25.00)  
\_\_\_\_\_ Upstairs-Sanctuary (\$200.00)  
\_\_\_\_\_ Downstairs-Kitchen/Social Hall (\$150.00)  
\_\_\_\_\_ Seekers (\$50.00)

**Wedding Fees: see separate Wedding Rental Agreement**

***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

2

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.**