



Building Rental Agreement  
Unitarian Universalist of Clearwater (UUC)  
2470 Nursery Road  
Clearwater, FL 33764  
(727) 531-7704 \* [www.uuclearwater.org](http://www.uuclearwater.org)

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

Date(s) of Event \_\_\_\_\_

Time(s): Open Building \_\_\_\_\_ Close Building \_\_\_\_\_

Address \_\_\_\_\_

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

- UUC is happy to tentatively reserve space for your event. A minimum nonrefundable payment of \$25 is required at the time of your reservation to confirm your rental. A 50% nonrefundable payment of the full rental price is required 90 days prior to the event. Payment in full is due immediately prior to your event. 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 and proof of liquor liability insurance.
- 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

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.

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

- Do your own set up and clean up, unless contracting our facilities manager for these services. (\$20/hr to be paid directly to the contractor, not the church)
- 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 \$20 an hour for the cleaning necessary.
- Payment of the total rental fee two 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, see attached rental rates worksheet

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

\$ \_\_\_\_\_ 50% payment due 90 days out (amount \$ \_\_\_\_\_ Due date \_\_\_\_\_)

\$ \_\_\_\_\_ Balance Due immediately before event

**BUILDING USE POLICY AND PROCEDURE**

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 Administrator. Please check the calendar in person at our website at [www.uuclearwater.org](http://www.uuclearwater.org) (or call the church office) before publicizing any event, because other church events may be scheduled.

**PARKING**

Free parking is available on UUC grounds, however, it is limited and will accommodate a maximum event attendance of no more than 300.

**OPENING THE BUILDING**

UUC staff will be responsible for opening the building necessary to accommodate your event.

## **LIGHTS**

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

## **AC/HEAT**

All UUC rooms have conditioning and heat. Please do not turn the AC below 73 degrees, as this will cause it to freeze over. Please follow the temperature guidelines at each AC/heat thermostat/control.

## **WINDOWS**

All windows should remain closed for all events.

## **PIANO**

The piano should **NEVER** be moved by a renter. Only employees and members of the church have permission to move the piano.

## **CLOSING THE BUILDING**

Please think about the security of the building as you turn out lights and lock up. There are several doors that lead into the facility. 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/LIGHT 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. Only staff and approved members are authorized to work the sound and lighting systems. Please make arrangements with the front office to hire a sound technician, if necessary. Any costs associated with damage to the sound/light settings and/or equipment will be charge to the renter.