

**ROOM RENTAL AGREEMENT**

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Thank you for reserving meeting space at the UUCC on the following dates and time:

\_\_\_\_\_  
\_\_\_\_\_

You have reserved the following:

\$\_\_\_\_\_ Fellowship Hall/Kitchen for \_\_\_\_\_ hours at \$40/hour.

\$\_\_\_\_\_ Sanctuary for \_\_\_\_\_ hours at \$75/hour (minimum of 2 hours).  
(must have advance permission from the Minister).

\$\_\_\_\_\_ Nursery for \_\_\_\_\_ hours at \$30/hour (supervision required).

\$\_\_\_\_\_ A Meeting Room in the church building  
for \_\_\_\_\_ hours at \$25/hr. Specific Space(s): \_\_\_\_\_

\$\_\_\_\_\_ An Event Sexton (minimum required for large rentals - \$100 / 4hr)

\$\_\_\_\_\_ Other Rentals (Microphone/Speaker)

**\$\_\_\_\_\_ Rental Amount Due**

\$\_\_\_\_\_ Refundable Rental Deposit of \$200 (Large Event or Equipment Rental)

\_\_\_\_\_ **Total Rental Amount Due (25% due to reserve space, balance due 7 days prior to rental date) – Refunds made if cancellation is one week prior to event.**

Deposit Due/Paid: \_\_\_\_\_ Balance Due/Paid: \_\_\_\_\_

**See back side of this form for instructions on building use.**

\_\_\_\_\_  
Printed Name

Signed \_\_\_\_\_  
Date: \_\_\_\_\_

**Instructions on Building Use:**

**Wi-Fi:** UUCC-5g  
**Password:** uuccrocks

- No smoking in (or at entrances of) the buildings
- No use of alcohol in our buildings or on our grounds.
- Throwing sparkles, confetti or rice is prohibited in our building or on our grounds.
- Use of spaces not specifically rented is strictly prohibited.
- Using the rental key to enter the building at any time other than the time specified in this agreement is strictly prohibited. If you need to enter the building prior to your rental for some reason, contact our Church Administrator at (207) 622-3232.

**Before Event/Meeting:**

- Renters are responsible for setting the room up to meet their needs.
- If renting our Fellowship Hall, the kitchen is also available for use. Please bring your own coffee, tea, sugar, milk and paper products. The dishwasher is for church events only.
- Doors remain unlocked by using the lex key hanging to the left of the outside doors. If you use the lex key, be sure to use lex key again to lock the doors upon leaving.

**After Event/Meeting:**

- Return the rented space to its original set up (chairs, tables, etc).
- Empty drink bottles and cans in the sink – not in the garbage.
- Put drink bottles and cans in the returnables bin as you can.
- Put recyclable materials in the blue recycling bin as you can.
- Bag all trash and remove all food. (Do not leave food in our refrigerator)
- Turn off all lights.
- Turn heat down to 55 degrees.
- Close and lock all windows.
- Check to make sure all kitchen appliances are turned off.
- Lock the outside doors using the lex key and return the key to the hook to the left side of the door.
- Please place the rental key in the mail slot near the Summer St. entrance to the church.

Please note: If additional cleanup is needed after your event due to a failure to follow these rules or damage is caused to our equipment or spaces, the Refundable Rental Deposit will be reduced and or be retained in full to cover our costs. Failure to follow these rules may also result in being prohibited from renting space from us in the future. The Refundable Deposit balance will be returned by check generally within 14 days of the rental date.

I have read and understand these instructions: \_\_\_\_\_

Key # Received \_\_\_\_\_  
Key Returned \_\_\_\_\_

Date: \_\_\_\_\_

**Building Emergency** (i.e. power or heat outage, water leak, etc.): Call Bill Allen at 699-6567