

RENTAL AGREEMENT
Unitarian Universalist Society of Wellesley Hills (UU Wellesley Hills)
309 Washington St., Wellesley, MA 02481
info@uuwellesley.org 781-235-7423

Below are our rental policies and procedures. Please complete our separate, fillable online form to make a request for **one-time events**. Requests will be reviewed and approved/not approved within two weeks of the submittal of a request.

If you are interested in **booking space on an ongoing basis**, please contact the church office via phone or email; discounts may be applied.

This form includes the terms and conditions for facilities use. Upon approval of the request, the fee for the rental and services will be confirmed. A deposit of 50% of the total fees is necessary to confirm the reservation. All checks for rental fees should be made out to "UUSWH." The usage fee balance, insurance certificate, and all other permits required for the event are due one week prior to the event.

THIS IS A LEGAL DOCUMENT and you may wish to review with an attorney.

Facility User Information

<i>Authorized Representative:</i>		
<i>Organization Name:</i>	<i>Status: ___ Member/Friend of UU Wellesley</i> <i> ___ Non-Member</i>	
<i>Day Phone:</i>	<i>Evening Phone:</i>	
<i>Cell Phone:</i>	<i>Email Address:</i>	
<i>Address:</i>		
<i>City:</i>	<i>State:</i>	<i>ZIP:</i>

Event Information

<i>Type of Event, herein referred to as "the Activity": (Clearly state the nature and purpose)</i>	
<i>Single or Repeat Use:</i>	<i>Event/Activity Date(s):</i>
<i>Start Time (including set-up):</i>	<i>End Time (including clean-up):</i>
<i>Name of Responsible Person at Event, if different from above:</i>	
<i>Age Group of Participants:</i>	<i>Number of Participants:</i>

Special Considerations: (May incur additional charge, such as for extended use of space, for set up, use of kitchen)

FACILITY USE FEES

Space/Capacity	Cost for non-members	Cost for members	Fee
Rice House: Living Room/30	\$150/ 4 hours	\$75/ 4 hours	
Church Building: Sanctuary/250 -300 Chapel/70	\$500/ 4 hours \$1000/ 8 hours \$200/ 4 hours \$400/ 8 hours	\$250/ 4 hours \$500/ 8 hours \$150/ 4 hours \$300/ 8 hours	
Parish Hall /100 Kitchen	\$200/ 4 hours \$400/ 8 hours \$100/4 hours \$200/8 hours	\$100/ 4 hours \$200/ 8 hours \$50/ 4 hours \$100/ 8 hours	
Multipurpose Room/ 30 Ellenwood Room/ 10 Loft/20	\$150/ 4 hours \$100/ 4 hours \$100/ 4 hours	\$75/ 4 hours \$50/ 4 hours \$50/ 4 hours	
Other fees:			
Sexton fee of \$150/ 4 hours, \$300/ 8 hours			
This fee to be paid directly to the Sexton one week prior to the event.			
TOTAL FEE 50% due upon acceptance of reservation, balance due 1 week before event.			

Please read the following information in its entirety, and sign on page 3 to complete the application.

Facilities Usage Policy

This agreement is between UU Wellesley Hills and the Facility User. It is only for the use of the indicated space(s) at the designated times above. This agreement is revocable at any time, in writing, at the sole discretion of UU Wellesley Hills or its designee; and this agreement creates no landlord-tenant relationship and shall not be deemed to be a lease. Upon any such revocation, any prepaid User Fee is to be returned.

Alcohol

Alcoholic beverages are NOT permitted without written permission. All persons serving alcohol on the property of UU Wellesley Hills must abide by the rules and regulations of the church's Alcohol Policy which can be requested from the Church Office. **All** functions serving alcohol must obtain a Certificate of Insurance.

Capacity

The maximum number of participants must not exceed the capacity of the space being rented (see chart above).

Certificates of Insurance

Non-members must provide UU Wellesley Hills with a certificate of insurance with UU Wellesley Hills named as co-insured for all events unless the requirement is waived in writing. Church members must provide a certificate of insurance only if alcohol will be served at the event they are hosting (see UU Wellesley Hills Alcohol Policy). Certificates of insurance may usually be obtained through homeowner's insurance, or special event insurance companies found online.

Restrictions for Facility User

The Facility User agrees to comply with the following facility restrictions. Failure to comply will result in the termination of this agreement.

1. All events must end by the designated time, including removal of all event materials and signs.
2. Parking is permitted only in the Church parking lot. Under no circumstances is parking permitted on the lawn or planted areas.
3. Playing loud music is not permitted.
4. The use of tacks, staples, nails or tape on walls, doors, windows or molding is prohibited.
5. The removal of any existing UU Wellesley Hills related signage or decorations is prohibited, as is the removal of any property or materials provided for use.
6. Smoking in any part of the building, including restrooms is prohibited.
7. Signage or advertisements noting usage of facility by the Facility User must be pre-approved by the UU Wellesley Hills Administrator.
8. Lighted candles are permitted only with written permission.
9. No dogs, except services dogs, are allowed in the buildings. Dogs on church property shall be leashed at all times.
10. The sound system may only be used with special permission.
11. The heating system may only be adjusted with prior approval and must be turned back to the original setting when the activity ends.

Violations

UU Wellesley Hills has the absolute and sole discretion to refuse the use of its facilities to any person or entity.

Disclaimer

UU Wellesley Hills assumes no responsibility for any materials delivered to or left at the facility prior to, during, or following the scheduled use.

Snow Removal

UU Wellesley Hills provides snow removal but can make no assurance that the lot will be cleared for the use of our facilities during large snowstorms.

Changes

Additional reasonable policies, rules, or restrictions may be issued by UU Wellesley and shall apply to Facility User if the Facility User is notified in writing by UU Wellesley Hills.

Liability Agreement

The individual or group requesting to use UU Wellesley Hills building(s) is liable for all damages to facilities or equipment that results from this usage. This liability extends to the entire cost of restoring the facilities and equipment to full working condition. The applicant will be responsible for all danger to life and property arising out of its activities or the acts of its agents or employees in connection with the use of the facilities authorized under this Facilities Use Application. The applicant agrees to protect, indemnify, and save harmless UU Wellesley Hills, its officers, agents, and employees from and against all claims, demands, causes of action, and liability of any kind arising out of or sustained by virtue of its use of the facilities authorized by this Facilities Use application.

As part of the consideration for being allowed to use the facility, buildings, and grounds, as well as related appliances and fixtures during the event/activity, I/We hereby assume all risk in connection with participation in the activity. I/We further release UU Wellesley, its Standing Committee, representatives, employees, or agents from any claim by the undersigned member of the Facility User, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and deed. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this contract and release by reading it before I/we signed it.

I/We, the Facility User, have executed this contract and release on the _____ day of _____, 20____. This contract goes into effect subsequent to approval by UU Wellesley Hills, payment of 50% of the rental fee and proof of insurance if required. Full payment of all fees and proof of insurance is due one week prior to event.

Facility User Signature: _____

UU Wellesley Hills Signature: _____

Date Request Approved / Denied: _____

Additional Information

Problems or Questions

Any problems or questions regarding the delivery, set up, or clean up policy or other matters should be directed to the Office Administrator: 781-235-7423, info@uuwellesley.org.