

**RENTAL AGREEMENT**  
**Unitarian Universalist Society of Wellesley Hills ("UUSWH")**  
**309 Washington St., Wellesley, MA 02481**  
[info@uuwellesley.org](mailto:info@uuwellesley.org) 781-235-7423

**For rental requests**, please complete the form below. Please indicate if this is a single-use or repeat rental. Requests will be reviewed and approved or declined within one week of submission.

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 (if required), and all other permits required for the event are due one week prior to the event.

**Facility User Information**

<i>Authorized Representative:</i>		
<i>Organization Name:</i>	<i>Status:   ___ Member/Friend of UU Wellesley</i> ___ Non-Member	
<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>
<i>Special Considerations: (May incur additional charge, such as for streaming services on zoom, or extended use of space, for set up, use of kitchen)</i>	

**FACILITY USE FEES**

<u>Space/Capacity</u>	<u>Cost for non-members</u>	<u>Cost for members</u>	<u>Fee</u>
<b>Rice House:</b> Living Room/30	\$150/ 4 hours	\$75/ 4 hours	
<b>Church Building:</b> Sanctuary/250 -300	\$500/ 4 hours \$1000/ 8 hours	\$250/ 4 hours \$500/ 8 hours	
Chapel/70	\$200/ 4 hours \$400/ 8 hours	\$150/ 4 hours \$300/ 8 hours	
Parish Hall /100	\$200/ 4 hours \$400/ 8 hours	\$100/ 4 hours \$200/ 8 hours	
Kitchen	\$100/4 hours \$200/8 hours	\$50/ 4 hours \$100/ 8 hours	
Multipurpose Room/ 30	\$150/ 4 hours	\$75/ 4 hours	
Ellenwood Room/ 10	\$100/ 4 hours	\$50/ 4 hours	
<b>Other fees: For certain events (particularly events in the Sanctuary and Parish Hall), a church-designated custodian may need to be engaged by renter at \$40/hour.</b>			
<b>TOTAL FEE</b> (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 UUSWH 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 UUSWH 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.

**Cleaning**

The Facility User is required to collect and remove all trash at the conclusion of the Event. Space being rented is to be returned in the same condition in which it was found at the beginning of the rental period. **Unless a church-designated custodian is engaged by Facility User, the Facility User is required to collect and remove all trash at the conclusion of the Event.**

**Alcohol**

Alcoholic beverages are NOT permitted without written permission. All persons serving alcohol on the property of UUSWH must abide by the rules and regulations of the town of Wellesley as well as UUSWH'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**

Under certain circumstances, UUSWH may require a certificate of insurance with UUSWH 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 UUSWH 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. Requests to use amplification (voice or sound) must be listed under "Event Information" above and is subject to approval.
4. The use of tacks, staples, nails or tape on walls, doors, windows or molding is prohibited.
5. The removal of any existing UUSWH 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. On-site signage or advertisements noting usage of facility by the Facility User must be pre-approved.
8. Lighted candles are permitted only with written permission.
9. No dogs, except service dogs, are allowed in the buildings. Dogs on church property shall be leashed at all times.
10. The heating system may only be adjusted with prior approval and must be turned back to the original setting when the activity ends.

### **Discretion**

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

### **Disclaimer**

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

### **Snow Removal**

UUSWH 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 UUSWH and shall apply to Facility User if the Facility User is notified in writing by UUSWH.

### **Liability Agreement**

The individual or group requesting to use UUSWH 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 UUSWH, 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 UUSWH, its Board of Trustees, 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 UUSWH, 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: \_\_\_\_\_

UUSWH Authorized Signature: \_\_\_\_\_

Date Request Approved: \_\_\_\_\_

**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](mailto:info@uuwellesley.org).