



UUCWI Rental Agreement

To be eligible to use our facilities, rental agreement must be approved by UUCWI administrator, admin@uucwi.org.

Your Organization: _____ Today's Date: _____

Rental Date: _____ Set-up time _____ Start time: _____ End time: _____ Cleanup time _____

Circle Facility Request: Sanctuary, Foyer, Kitchen, Classroom, Patio, (parking attendant required for over 100 people)

1. Are you a 501(c)(3) or fiscally sponsored tax-exempt non-profit group? _____ ID# _____

2. Do you have the approval of a UUCWI Committee? _____ If so, who? _____

It is our Board and Insurance policy that a UUCWI member act as Host and be present for the duration of any event held at UUCWI. Who will be your host? _____ (One can be provided at \$20/hour)

3. How many attendees do you expect? _____ **UUCWI is a Non-Smoking facility**

4. WSLCB Permit is required for alcohol on site. Sale of Alcohol is not permitted. Do you plan to serve alcohol? _____

5. All non-church organizations and individuals are required to provide proof of sufficient insurance coverage as a condition of using the building or any church equipment. Do you have insurance coverage? _____

6. Will you need a Microphone? Available at no charge. YES _____ NO _____

Will you need to use the sound system? A UUCWI sound technician is available at \$30/hour YES _____ NO _____

Will you need a projector during your event? YES _____ NO _____ If your answer is YES, your host will need to coordinate with our Visual Arts Committee. All Wall Decorations must be approved by VAC committee.

7. Will you need to use the piano during your event? YES _____ NO _____ **Use of the piano is restricted to**

approved musicians. The administrator at admin@uucwi.org or your host must get prior approval. **DO NOT PLACE**

ANYTHING ON THE PIANO OR COVER – no flowers, no food, no books! The piano may NOT be moved.

You are responsible for leaving the facility **as clean as when you arrived**. Remove all your own refuse, sweep up any debris generated by your event. Remove items placed in the refrigerator or kitchen. Clean sinks, floors and counters. Chairs back as you found them. **See Checklist**. Renters are liable for damages. Building must be left in good order, or a damage and/or additional custodial fee will be charged. **Damage deposit of \$250 required for groups larger than 100.**

Completed by _____
 Print name _____ Signature _____

E-mail: _____ Phone: _____

Address: _____

For Office Use

Rental approved by _____ Date _____ Host _____

Fee: _____ Paid? _____ Proof of Insurance Provided _____