



The Unitarian Universalist Congregation of Whidbey Island
20103 State Route 525 • Post Office Box 1076, Freeland, WA 98249 • (360) 321-8656

Rental Agreement

To be eligible to use our facilities, you must be able to answer YES to either question 1 or 2.

1. Is a UUCWI church member an active participant of your group, will they be present at this event and is the event of benefit to the greater community? _____
2. Are you a 501(c)(3) tax-exempt non-profit group? _____

Completed by _____
Print name Signature

Organization: _____ Date _____

Contact Information _____

You are responsible for leaving the facility as clean as it was when you arrived. Remove all your own refuse. Sweep up any debris generated by your event. Be sure to remove any items placed in the refrigerator or kitchen. Be sure sinks, floors and counters are clean. **See Checklist.** If the building is not left in good order, you may be charged an additional custodial fee after the event.

IT IS OUR BOARD AND INSURANCE POLICY THAT A MEMBER OF UUCWI BE PRESENT FOR THE DURATION OF ANY EVENT AT UUCWI TO ACT AS YOUR HOST.

Who will be your host? _____

Will you need to project visuals during your event? YES _____ NO _____

If your answer is YES, your host will need to coordinate with our Visual Arts Committee to make arrangements for either moving the front wall hangings or arranging for a screen.

Will you need to use the piano during your event? YES _____ NO _____

*** Use of the piano is restricted to approved musicians. If you need to use the piano, contact the church administrator at admin@uucwi.org or talk to your host about getting prior approval. **DO NOT PLACE ANYTHING ON THE PIANO OR COVER** – no flowers, no food, no books! The piano may NOT be moved.

Will you need to use the sound system? YES _____ NO _____

Rental Date: _____ Start time: _____ End time: _____

Rental approved by _____ Date _____

Fee: _____ Paid? _____