



The Unitarian Universalist Congregation of Whidbey Island

UUCWI Rental Application and Agreement

To be eligible to use UUCWI facilities, this application must be completed, and the rental agreement must be approved by the UUCWI administrator. admin@uucwi.org.

Name of Applicant Organization: _____ Date application submitted: _____

Requested Rental Date: _____ Set-up time: _____ Event Start time: _____

Event End-time: _____ Cleanup Time ends and Building Vacated: _____

Check all Areas of Facility Requested for Rental:

Sanctuary	
Foyer	
Kitchen	
Classroom	
Cascade Room	
Patio	
Library	

There is no additional charge for use of the parking lot when renting the facility. However, the applicant must provide a Parking Attendant for events exceeding one hundred 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? _____ Is yes, name of Committee: _____
3. It is the policy of UUCWI and its Insurance Carrier that a UUCWI member act as Host for rentals and be present for the duration of the event held at UUCWI. Do you have a UUCWI member host? _____ If so, provide the name and phone number of your Host: _____

If you do not have a UUCWI member Host, a Host can be provided at a cost of \$35 per hour for the duration of your rental. Do you need to arrange for a UUCWI Host as part of your rental? _____

4. The number of attendees invited or expected at your Event? _____ A damage deposit of \$100 is required for groups over one hundred (100) attendees.
5. Will the Event open to members of the public or is it by invitation only? _____
 - a. Will the Event promote some political or social action activity? _____



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- b. Will any fundraising occur as part of the Event? _____
6. A Washington State Liquor Control Board (WSLCB) permit is required for any consumption of intoxicating liquor on UUCWI's property. **The sale of intoxicating liquor is not permitted on UUCWI's property.**
- Do you plan to serve or provide any intoxicating liquor at the Event? _____
- If yes, please describe: _____
- A copy of your WSLCB permit must be provided to the UUCWI Church Administrator.** An additional cleaning deposit of \$100 is required if alcohol is served at the Event.
7. All non-UUCWI organizations, individuals, weddings, and memorials are required to provide proof of sufficient insurance coverage (i.e., \$1,000,000 Occurrence/ \$2,000,000 Aggregate) as a condition of using the building or any church equipment. UUCWI must be named as "also insured" on the coverage. Do you have insurance coverage? _____ If yes, please describe your coverage and provide a copy of the policy to the UUCWI Administrator. _____
8. Will you need the use of more than two (2) hand-held microphones for the Event? _____ If yes, please describe your needs: _____
9. Beyond the 2 hand-held microphones, will you need the use of UUCWI's audio-visual system equipment? _____ If yes, a UUCWI Audio-Visual Technician must be present at the Event when this additional equipment is in use. There is an additional hourly fee for the Audio-Visual Technician.
10. Do you intend to place any decorations on the interior walls of the rental space? _____ If yes, do you understand and agree that your decoration must follow UUCWI Building Use Policies? _____
11. Are you requesting to use UUCWI's piano during your Event? _____ Do you understand any use of the piano is restricted to approved musicians, and prior approval must be obtained from the UUCWI Administrator? _____ Do you understand the piano may not be moved, and nothing may be placed on the piano or its cover, except for sheet music? _____
12. Do you understand you are responsible for leaving UUCWI's the facility as clean as when you arrived, which includes: removing all your refuse, sweeping or vacuuming up any debris generated by your Event; removing all items placed in the refrigerator or kitchen; cleaning all sinks in the kitchen and bathrooms, along with floors and countertop areas; and chairs must be placed in their original locations? _____
13. Do you understand and agree that Renters are liable for damage caused to UUCWI's building and property resulting from their Event? _____
14. Do you understand and agree if UUCWI's building and property are not properly cleaned, additional cleaning fees may be charged, and your cleaning deposit may not be refunded? _____
15. Do you understand and agree you are responsible for any damage caused to UUCWI's building or property caused by attendees of your Event? _____



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I certify that I have obtained and reviewed the following documents:

- a) UUCWI's Manual of Building Use and Rental Policies - May 4, 2023
- b) UUCWI Building Use Fee Schedule - July 1, 2023
- c) UUCWI Cleaning Checklist - May 4, 2023

I further certify I am authorized to complete and sign this Rental Application and Agreement on behalf of myself or the organization referenced below.

Name of Renter (Individual or Organization)

Printed Name and Title of Authorized Person

Signature of Authorized Person

E-mail: _____ Phone: _____

Address: _____



SUMMARY OF RENTAL AGREEMENT

Date Rental Application Received by Administrator: -----

Date(s) and Hours of Rental: _____

Proof of Insurance Received: _____ Accepted: _____

Required Damage-Cleaning Deposit Received: _____ Amount Received: _____ *

Reservation Deposit Received: _____ Deposit Received: _____ **

Request for UUCWI Host Received: _____ Fees for Host Received: _____

Request for Audio-Visual Technician Received: _____ Fees for AV Technician Rec'd _____

Request for use of UUCWI Piano with the name and contact information of musician(s) Received: _____

Request for Piano Use and Musician(s) Approved: _____ Denied _____

Building Rental Amount: _____ Rental rec'd: _____

Total Deposits Required: _____ Deposits rec'd: _____

Agreement Approved by Administrator: _____ Date: _____

Signature

Agreement Accepted by Applicant: _____ Date: _____

Signature

*This deposit may be refunded in full or in part based upon the condition the Applicant leaves UUCWI's building and property following the Event.

**If the Rental Reservation is canceled less than 14 calendar days prior to the Event, the reservation deposit will be forfeited. Otherwise, the Reservation Deposit will be applied to the overall fees for the rental.