



<i>Office Use Only</i>
Meeting
Dates: _____
One Time
Meeting: _____

**AGREEMENT FOR RENTAL OF CONGREGATION FACILITIES**

**APPLICANT (ORGANIZATION) NAME:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

- Individual/sole proprietor     501(c)(3) Organization     Other corporation/LLC

If the Applicant is a 501(c)(3) organization or other corporation, a Certificate of Insurance with Endorsement must be provided at time of reservation

- Certificate of Insurance with Endorsement is attached

It is the policy of the Unitarian Universalist Congregation of Asheville to rent only to organizations or individuals whose own work is in alignment with the congregation's Mission and/or Ends Statements (see last page of this document). **Please explain in two or three sentences how this rental meets that criterion.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



The undersigned hereby applies for use of the Unitarian Universalist Congregation of Asheville (UUCA) facilities as indicated below, at such time(s) and for such fees as specified:

**MEETING/EVENT TIMES:**

Date	Setup Time	Start Time of Event	End Time of Event	Clean up End Time

For recurring events, use this space.

**CHECK FACILITIES DESIRED:**

Sanctuary* \$300/\$500	RE #3 \$35	23 Edwin Classrm (upstairs) - \$50
Sandburg Hall (Social Hall) \$200	RE #4 \$35	23 Edwin Kitchen/ Breakroom - \$10
Sandburg Kitchen \$25/100 people	23 Edwin Boardroom - \$60	Jefferson House downstairs \$50
RE Commons \$50	23 Edwin Parlor \$60	Jefferson House Kitchen/Break \$10

\*private/public event

**# OF EXPECTED ATTENDEES:** \_\_\_\_\_

**RENTAL FEE PAYMENT POLICY:** Fees shall be paid in full upon signing of this agreement unless booking more than 3 months in advance. (Refer to Facilities Rental Policy for details.) Exceptions may be made for regularly scheduled monthly meetings when payments may be made quarterly, PRIOR TO the quarter being paid for.

**ROOM FEE:**

**KEY DEPOSIT:** \$20

**\*DAMAGE DEPOSIT-**25% of total Room Fee:

**\*BUILDING MONITOR FEE:** \$40/hour X \_\_\_\_\_ hours + \$40 for 1 hour of final clean-up/inspection /lock-up = \_\_\_\_\_ \*(required if >100, >60+food or anytime alcohol is served)

**SOUND TECH FEE:** \$50 for 1<sup>st</sup> hour, \$25 for each hour thereafter:

Total cost = \$ \_\_\_\_\_

**Special Notes:**

**TOTAL RENTAL FEE:**



The undersigned hereby agrees that participation in the Applicant's organization and in the use of the premises under this Agreement, is and shall be open to any individual regardless of race, color, sexual orientation, religion, creed, nationality, ancestry, disability or gender.

The undersigned hereby agrees that they have read and understand the Facilities Use Guidelines that have been provided. The undersigned certifies that he/she is authorized to act as representative of the Applicant, and that the Applicant agrees to abide by such Guidelines and hereby accepts all responsibility for any damages incurred to the property and/or belongings of UUCA during rental use.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted for the Congregation by: \_\_\_\_\_

Date: \_\_\_\_\_

**PAID (date and check number):**



## FACILITIES USE GUIDELINES

**Weapons/Firearms:** All weapons and firearms, including concealed handguns, are prohibited on the campus of the Unitarian Universalist Congregation of Asheville (UUCA).

**Smoking:** UUCA is a Smoke-Free Campus. Smoking of any kind, including vaping, is prohibited in all areas of all buildings, including restrooms, as well as all outside areas, including sidewalks, lawns and parking lots.

**Alcohol:** With permission of the Church Administrator, a Damage Deposit, proper insurance coverage and a Sexton on site, renters may serve beer or wine at their events. No alcohol may be sold.

**No Food or Drink in the Sanctuary:** The only exception is capped, bottled water.

**Cleanup and Condition of Premises:** Individuals and organizations using the facilities of the Unitarian Universalist Congregation of Asheville are responsible for all clean-up related to their function. The Sexton is on site to provide guidance on how the premises should be left—it is not the Sexton's job to wash dishes, vacuum, put away tables/chairs, etc. Renters must adhere to these guidelines and accept all responsibility for any damage to property. Special attention should be given to the prohibition against food and drink in the Sanctuary. Failure to follow guidelines will result in forfeiture of applicable deposit or billing for cleaning and/or repair, and possible prohibition from future or further rentals.

**Children:** Children must be kept under adult supervision at all times. In keeping with UUCA's policies, no child can be alone with fewer than two adults at all times and, for large groups of children, a ratio of one adult per 8 children/youth under age 18 is required. No rowdy play is permitted.

**Classroom Furniture and Supplies:** Supplies, toys and equipment stored in classrooms are not for use, and if furniture is moved, it should be replaced and the room left as it was found.

**Heating and Air Conditioning:** All rental spaces are controlled by programmable thermostats. They may be adjusted by renters. They will reset themselves within 3 hours.

**Kitchen Equipment:** Use of stove, refrigerator, warming ovens, microwave and dishwasher, and coffee pots are included in rental of kitchen. Renters must provide all other kitchen supplies including silverware, dishware and cooking items. Nothing may be attached to or removed from any fixture without prior approval. In compliance with our Green Sanctuary policies, we request that you use only reusable or recyclable dishware, utensils, cups and glasses. If you choose non-recyclable goods, please remove them when you leave the building.

**Fires, Candles, Incense, Flower Petals, Rice, Birdseed:** Candles may be used only with permission of the Church Administrator. No incense or smudging is permitted in any building. Nothing that requires cleaning or may result in dangerous walking conditions may be "tossed" or "scattered" anywhere on the campus, including inside buildings.

**Trash:** Must be collected and removed from premises. Recycling bins are provided for recyclable items only.

**Security:** All lights must be turned off and all windows and doors closed and locked before leaving premises. Violating these requirements will result in forfeiture of deposits and possible loss of opportunity for further use of UUCA facilities.



## UUCA MISSION STATEMENT

As a Unitarian Universalist faith community, we nurture individual search for meaning and work in community for freedom, justice and love.

## THE CONGREGATION'S ENDS STATEMENTS

*People who participate in the life of the Unitarian Universalist Congregation of Asheville* are opened to the wonders of the universe from which they draw inspiration and support in their daily lives.

- a. understand and embrace Unitarian Universalist principles, values, identity and practices.
- b. deepen their spiritual lives by exploring the sacred in the world and the mystery of existence.
- c. are familiar with the histories of Unitarian Universalism, liberal religious traditions, world religions and the history and stories of the Unitarian Universalist Congregation of Asheville.
- d. gather together in worship that guides us in individual and communal response to the sacred, honors our Unitarian Universalist traditions, and embraces a wide range of creative, artistic, and musical experiences that move, uplift, and sustain us.

*People who participate in the life of the Unitarian Universalist Congregation of Asheville* experience themselves as part of a vibrant religious community that nourishes and strengthens them spiritually, intellectually and emotionally.

- a. feel welcome and connected with each other, the Congregation, and the denomination, across all ages and identities.
- b. come together to honor important events of their lives and their Congregation.
- c. are generous with their personal resources of time, talent, and money as they share in the ministry of the Congregation.
- d. care for a support each other in times of celebration and need.

*People who participate in the life of the Unitarian Universalist Congregation of Asheville* come alive with a passion for justice and work as a faith community to positively affect the environment and lives of people beyond the walls of our Congregation.

- a. take meaningful and visible actions as a Congregation for community service, advocacy, witness, and education.
- b. make the Congregation a beacon of progressive thought and action in the Asheville area.
- c. offer our space as a welcoming place for meaningful events that serve a wide audience and inspire community dialogue.
- d. partner with other congregations and institutions in support of shared values.