



Office Use Only

Meeting
Dates: _____

Date enter on calendar:

AGREEMENT FOR RENTAL OF CONGREGATION FACILITIES

APPLICANT (ORGANIZATION) NAME: _____

CONTACT PERSON: _____

EMAIL: _____

PHONE: _____

ADDRESS: _____

TYPE OF EVENT: _____

- 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	21 Edwin Downstairs - \$50
RE Commons - \$50	23 Edwin Parlor - \$60	21 Edwin upstairs - \$35

*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 ATTENDANT 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 1st 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. UUCA is Green Sanctuary so we encourage you to use compostable dishes and utensils. There is a bin marked Compostables in the kitchen with a list of what does and does not go in it. Please thoroughly rinse everything you need to put in the trash if it has had any food on it and completely empty any food containers/bags into the Compostable bin (not the trash bins.) Do not remove the green liner from the Compostable bin when removing trash. [Click here](#) for a list of Compostables. **Trash:** Must be collected and removed from premises. Recycling bins for items not compostable are provided for recyclable items only.

The Building Attendant is on site to provide guidance on how the premises should be left—it is not the Building Attendant'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.

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.

UUA MISSION STATEMENT

Our open and welcoming congregation connects hearts, challenges minds, and nurtures spirits, while serving and transforming our community and the world.

THE CONGREGATION'S ENDS STATEMENTS

Our Ends grow from our values: Connection, Inspiration, Compassion, Justice.

Connection and Inspiration . . .

- We create a vibrant spiritual environment where children, youth and adults develop and articulate their faith identity.
- We support our children and youth in their moral and spiritual development.
- We sustain our congregation with our generous gifts of time, talent and money.

Compassion . . .

- We create a community where people of all ages and backgrounds experience belonging, and feel loved and needed.
- We nurture relationships across generations.
- We support and sustain each other in times of need and celebration.

Justice . . .

- We challenge and support one another to put our values into action.
- We commit to practice and partner in the work of environmental and social justice, serving as a wellspring of hope.