

United Unitarian Universalist Congregation Rental agreement

____ Single Event

____ Regular Use

Event _____

Date(s) _____

Room(s) to be used _____

Fee \$ _____ Deposit \$ _____ Building facilitator required? _____

Arrival time _____ to Departure time _____

Rental contact person _____ Phone _____

Email _____

Alternative contact person _____ Phone _____

Email _____

Smoking: There is no smoking (including e-cigarettes) on the UUUC grounds (building and parking lot)

Set up and clean up: Renter is responsible for all set up and clean up. (See cleaning checklist on back)

- Tables and chairs can be moved to fit renters needs, but need to be moved back prior to departure.
- No tape, tacks or staples on walls. Decorations may be taped to other surfaces but must be removed prior to departure
- Any damage done to the building or any missing items will be taken out of the rental deposit. Any further payments due to damage will be the responsibility of the renter
- Garbage must be bagged and deposited of by renter. Please no recyclables in the garbage.
- Recyclables can be put in recycling receptacle in the kitchen.
- Make sure all doors are closed (fire safety).

Signs: Please adhere to the City of Waukesha's regulation regarding signs.

Weapons: NO weapons of any kind are allowed on UUUC grounds.

Building capacity:

Sanctuary: 99

Social Hall: 50

In signing below, I am entering into this agreement to use all or portions of the UUUC building. I agree to leave the building and grounds and contents in the same condition as I found them. I understand my responsibility includes completing tasks listed on the Rental Cleaning checklist and reimbursing UUUC for all damages or excess use caused by myself and my guests. I have read and agree to the guidelines outlined in the UUUC Rental Policy provided to me.

Renter's Signature _____ Date _____

UUUC representative signature _____ Date _____

Rental cleaning checklist

At the conclusion of your event using the facilities owned by UUUC, please check off all appropriate items below. If an item is broken or needs repair, please notify the Office Administrator immediately. If the Building and Grounds committee determines that extra cleaning is needed following your rental, you will be charged for janitorial services. If any items require cleaning or repair, please pay as instructed on the invoice

If using the Sanctuary, Social Hall or meeting rooms:

_____ Return tables and chairs to the positions in which you found them

_____ Sweep floor of all debris

_____ Turn down heat or turn up air conditioning if needed

_____ Turn off all lights, including restrooms

_____ Check that all doors (including back doors) are locked

If using the kitchen:

_____ Wash all dishes and put away properly

_____ Wash, dry, and sanitize all counters and tables

_____ Empty all garbage bags used. Garbage needs to be taken home with you to dispose of

_____ Remove all food from the refrigerator (please do NOT use UUUC food or beverages)

_____ Wipe out microwave

_____ Turn off and clean stove and oven

_____ Wash out and dry sinks

_____ Turn off faucets securely

_____ Return tables and chairs to the positions in which you found them

_____ Sweep floor of all debris, clean up any spills

_____ Turn down heat; turn up air conditioning if needed

_____ Turn off all lights, both in kitchen and restrooms

_____ Check that all doors (including back doors) are **closed (and external doors are locked)**

Thank you for keeping our church clean and organized.

Updated December, 2018