

# UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE

## Building Use & Rental Policy and Rental Agreement Form

The facilities of the Unitarian Universalist Fellowship of Poughkeepsie (UUF) are available to be rented by any group or individual whose purpose, goals, ideals and/or philosophy are consistent with the broad ideals of Unitarian Universalism. However, the UUF does not assume responsibility for the opinions or activities of any organization or individual not officially connected with the congregation, and permission to use the facilities does not constitute endorsement of any group or its goals, unless expressly authorized.

Under normal conditions, the administrator acts as the rental agent and all rentals should be directed to him/her. The minister and/or the president should be consulted if questions arise as to appropriate use or requested or implied exceptions to this policy.

The UUF has a history of assisting support groups in their need to meet regularly in a safe environment. At times, certain events may be co-sponsored by the UUF through the Program Committee, Social Justice Committee, Lifespan Faith Development Committee, or other appropriate committee, member or staff. Rental fees will be negotiated accordingly and may in some instances be waived in their entirety at the discretion of the Board. It is the responsibility of the committee or individual coordinating the event to make the necessary arrangements and obtain any necessary approvals.

Use of the facilities by members will be at the not-for-profit rate, unless the proposed use falls within the guidelines of "The Policy on Use of the Fellowship Facilities by Members." All other rental rules and regulations apply unless otherwise negotiated.

### Description of Available Facilities

**Main Meeting Room (MMR):** This is a space for worship, ceremonies, concerts, meetings and other events. It is an open space with flexible seating. A modest audio system and baby grand piano are available by pre-arrangement, subject to an additional fee. The piano may not be moved without permission. Capacity is approximately 159 persons. An adjoining kitchen is available for use by pre-arrangement. This is the UUF's worship space and, as such, must be treated with the utmost respect by all users of the facility.

**Baldwin Room (BR):** Depending on the event, this room can accommodate up to 30 people. An upright piano, a television with VCR player and a stereo with CD and cassette playing capabilities are available for use by pre-arrangement, subject to additional fees.

**Conference Room (CR):** This room has comfortable seating and an intimate and relaxed atmosphere. Depending on the event, the room can accommodate up to 20 people. Furniture may not be moved or removed without permission. A television with a built-in DVD and VCR is available for use by pre-arrangement, subject to an additional fee.

**East Wing Library (EWL):** This room has comfortable seating and an intimate and relaxed atmosphere. Depending on the event, this room can accommodate up to 15 people. A television with VCR player is available for use by pre-arrangement, subject to an additional fee.

**Kitchen:** The kitchen available for use is located immediately off the MMR and the lower lobby. The kitchen has two stoves, a microwave, a refrigerator and a double basin sink.

Please note that the Lower Lobby of the building has bathroom facilities for men and women.

# UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE RENTAL FEE SCHEDULE

## Room Rental Rate Schedule

Room	Regular Rate* Three Hour Rental	Not-for-Profit Rate	Overtime/hourly** Regular Rate	Overtime/hourly*** Not-for-Profit Rate	Kitchen** Add-on
MMR	\$150.00	\$75.00	\$50.00	\$25.00	\$25.00
BR	\$50.00	\$25.00	\$15.00	\$15.00	\$25.00
CR	\$30.00	\$15.00	\$10.00	\$10.00	\$25.00
EWL	\$30.00	\$15.00	\$10.00	\$10.00	\$25.00

\*Three hour rental rate is mandatory on Friday evenings, Saturdays and Sundays.

\*\* Hourly rates not available on Friday evenings, Saturdays or Sundays.

\*\*\* Kitchen rental required if food and/or beverages are served or available.

## Accessory Equipment Rental Schedule

MMR Audio System	MMR Piano	BR Piano	BR TV/VCR	BR Stereo	CR TV/DVD/VCR	EWL TV/VCR
\$50.00	\$25.00	\$10.00	\$5.00	\$5.00	\$5.00	\$5.00

## Key & Damage Deposit Schedule\*

Main Door Key Deposit	Damage Deposit	MMR Audio System Key Deposit	MMR Piano Deposit	BR Piano Deposit	Kitchen
\$50.00	\$250.00	\$25.00	\$50.00	\$25.00	\$25.00

\*Damage includes failure to adequately clean and secure the facility and/or any equipment utilized.

## Unauthorized use of space fees

MMR	BR	CR	EWL	Kitchen
\$150.00	\$50.00	\$30.00	\$30.00	\$25.00

## Requests for Reduction or Waiver of Fees

Any request for reduction or waiver of fees must be made in writing on a form available from the office in accordance with the policy established by the Board of Trustees relative to such requests.

## **Rules and Regulations Applicable to Regular Renters**

For the purposes of this policy, a regular renter is defined as an individual or group who utilizes any portion of the UUFPP facility at least once a month during the regular program year (September through June).

- Regular weekly renters are entitled to a 25% reduction in rental rates.
- Regular monthly regular are entitled to a 15% reduction in rental rates.
- Rent is due in advance by the first day of every month.
- Any renter not paying by the fifth day of the month will be subject to a late fee of \$15.00.
- If the facilities are closed by the UUFPP due to inclement weather, the renter will be entitled to a credit for a replacement date, based on availability.

## **Rules and Regulations Applicable to One-Time Renters**

For the purposes of this policy, a one-time renter is defined as an individual or group who utilizes any portion of the UUFPP facility less than once during any fiscal or calendar year.

- For one-time or special events, a deposit of 20% is required with the written contract. Full payment is required seven (7) business days before the event, unless otherwise negotiated and confirmed in writing.
- If payment is not received within the time frame specified, or if any check is returned for insufficient funds, the UUFPP will cancel the event and the deposit will be forfeited.
- Cancellation by the renter less than ten (10) but more than seven (7) business days prior to the event will result in forfeiture of the deposit.
- No refunds will be given if the event is cancelled by the renter less than seven (7) business days prior to the event.
- If the event is cancelled by the UUFPP due to inclement weather, a full refund will be provided or an alternate date may be reserved.

## **Clean Up Check List for All Renters**

- Renter must return the facility to the same condition in which it was found, in every respect, including, but not limited to, the arrangement of any furniture.
- Renter must remove all garbage related to the rental. Trash cans are located in an enclosure outside the kitchen door on the south side of the building.
- Renter must sweep, vacuum and/or mop floors in all rooms related to the rental.
- Renter must wipe down and put away all tables and chairs used relative to the rental.
- Renter must pick up and properly dispose of any litter related to the rental, inside or out.
- Renter must take away any pamphlets, brochures or other material related to the rental.
- Renter must turn off all lights utilized for the rental.
- Renter must lower all thermostats utilized to 58 degrees.
- Renter must lock and completely close all doors and windows.
- Renter must remove all food from the premises (including the refrigerator).
- Renter must remove any equipment from the premises immediately following the event.

## Rules and Regulations Applicable to All Renters

*On the line following each item, please initial to indicate intent to comply, then sign and date.*

- Use of UUFP's name, logo, telephone, email or url to imply sponsorship or endorsement in any advertising, promotion or press releases is not permitted, unless authorized by the current minister and/or president or otherwise required by the negotiated terms of rental. Renters will specify in any publicity that "meetings are held at Unitarian Universalist Fellowship of Poughkeepsie," rather than using language which may imply there is sponsorship or affiliation with the UUFP. \_\_\_\_\_
- All persons applying for use of the facility must be at least 21 years old. \_\_\_\_\_
- The renter has the responsibility to assure the safety of children during the time of the rental: supervision of children is required at all times. \_\_\_\_\_
- Renters have access to the parking area, but must respect any parking signs posted. \_\_\_\_\_
- Due to the high level of activity at UUFP, several events may take place simultaneously. Mutual respect is expected. Conflicts should be reported to the UUFP as soon as practicable. \_\_\_\_\_
- No materials may be affixed to the walls, or other surfaces by means of any fastening device whatsoever, including, but not limited to, thumb tacks, nails, tape or gum. \_\_\_\_\_
- Only gaffers tape may be used to affix cables, etc., to any carpets. \_\_\_\_\_
- No signage may be placed on UUFP property without previous permission. \_\_\_\_\_
- Arrangement for the delivery of any equipment for an event must be coordinated with the UUFP office. Weight limitations may apply. Equipment must be removed at the end of the event. Any exceptions must be negotiated in advance. Additional fees may apply. \_\_\_\_\_
- Animals are not permitted inside the facility except for assisting the handicapped. \_\_\_\_\_
- Smoking anywhere within the building or on the grounds is prohibited. \_\_\_\_\_
- If food and/or beverages are served, the kitchen **MUST** be included in the rental. \_\_\_\_\_
- Use of the kitchen does not include food or equipment, including plates and utensils, belonging to the UUFP. Renters are expected to bring their own food and equipment, and to remove same at the end of the event. Any exceptions to this regulation must be negotiated in advance. \_\_\_\_\_
- No alcohol may be served or otherwise made available without Board approval. \_\_\_\_\_
- Throwing of rice, bird seed, confetti, paper rose petals is not permitted. \_\_\_\_\_
- The placing of flowers or plants on the floor without protective covering is not permitted. \_\_\_\_\_
- Fires are not permitted. All necessary and normal precautions must be taken, including use of proper holders, for any candles or incense. \_\_\_\_\_
- If these rules and regulations are not adhered to, the renter may forfeit the right to use the facilities and the event may be terminated by the UUFP. Further, the UUFP reserves the right to remove any person or group deemed a nuisance or threat to the UUFP or the public. \_\_\_\_\_
- If UUFP cancels the event prior to receipt of the balance of payment for any reason other than termination due to failure to comply with the terms of the rental agreement, the deposit will be returned. The UUFP will incur no other liability as a result of any such cancellation. \_\_\_\_\_
- UUFP does not guarantee the operation of its plumbing, heating or electrical systems and will incur no liability in connection with any failure of those systems. \_\_\_\_\_
- Any renter may be required to provide a Certificate of Insurance in the amount of \$1,000,000 in which UUFP is listed as "additional insured" party, at the discretion of the UUFP. \_\_\_\_\_
- The facilities, including the building, grounds and all equipment, must be left in a clean and orderly fashion, in accordance with the "Clean-Up Check List." \_\_\_\_\_
- If any damage occurs as a result of the event, the renter will be liable for the costs of any associated repairs if such damage exceeds the amount of any deposit, which will not be returned. \_\_\_\_\_
- The renter agrees to waive and release all claims and causes of action of every kind which are current or which may arise any time hereafter, against the UUFP, its officers, employees or members, relating directly or indirectly to the event. \_\_\_\_\_
- Unauthorized use of any portion of the facility will subject the renter to fines as specified elsewhere in this policy. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# UNITARIAN UNIVERSALIST FELLOWSHIP OF POUGHEEPSIE RENTAL AGREEMENT

## CONTACT INFORMATION

Name: \_\_\_\_\_ UUFP Member: \_\_\_ Yes \_\_\_ No

Organization: \_\_\_\_\_

Not-for-Profit: \_\_\_ Yes \_\_\_ No *(If yes, please provide a copy of 501-C3 or other documentation)*

Address: \_\_\_\_\_

Phone (day/cell): \_\_\_\_\_ email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

*If different from above: the contact person is the individual responsible for set up/clean up and liaising with the UUFP.*

Phone (day/cell): \_\_\_\_\_ email: \_\_\_\_\_

## EVENT INFORMATION

Type of rental: Regular: \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ One Time: \_\_\_\_\_

Describe Event: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Is event open to the public? \_\_\_ Yes \_\_\_ No

Required admission: \_\_\_ Yes \_\_\_ No Requested donation: \_\_\_ Yes \_\_\_ No Amount: \_\_\_\_\_

Will outside equipment be utilized? \_\_\_ Yes \_\_\_ No Specify: \_\_\_\_\_

Will merchandise be sold? \_\_\_ Yes \_\_\_ No Specify: \_\_\_\_\_

Will food or beverages be served or available? \_\_\_ Yes \_\_\_ No *(If yes, the kitchen must be included in the rental.)*

Is alcohol proposed to be served or available? \_\_\_ Yes \_\_\_ No *(The serving of alcohol requires written approval of the Board of Trustees, which must be obtained prior to the validation of the contract and attached hereto.)*

Event Time (start/end times, including set up & clean up): \_\_\_\_\_

Room Request (check all that apply):

MMR	BR	CR	EWL	Kitchen

Accessory Equipment Request (check all that apply):

MMR Audio System	MMR Piano	BR Piano	BR TV/VCR	BR Stereo	CR TV/DVD/VCR	EWL TV/VCR

Does rental include use of any other space (*closet, cabinet, etc*)? \_\_\_ Yes \_\_\_ No Specify: \_\_\_\_\_

**I have read and initialed the rules and regulations for rental, and agree to comply therewith.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UUFP Signature Print:

\_\_\_\_\_  
Date

Regular Contracts are valid for one (1) year from the date of signing (validation) by the UUFP.

↓ **FOR OFFICIAL UUFP USE ONLY** ↓

**FOR ALL RENTERS:**

Is the UUFP a cosponsor of this event: \_\_\_ Yes \_\_\_ No Authorized by: \_\_\_\_\_

Has the rules and regulations page been initialed, signed and dated? \_\_\_\_\_ Yes \_\_\_ No

Rental Approved: \_\_\_\_\_ Yes \_\_\_ No Any special rates or circumstances? \_\_\_ Yes \_\_\_ No

If yes, please explain, including name and title of individual authorizing any adjustments: \_\_\_\_\_

\_\_\_\_\_  
*(attach any relevant documentation, including the signed rules and regulation page, hereto)*

**CERTIFICATE OF INSURANCE/SPECIAL CONDITIONS**

Is a Certificate of Insurance for \$1,000,000 with the UUFP as "additional insured" required? \_\_\_ Yes \_\_\_ No

If required, the Certificate was received on: \_\_\_\_\_ *(attach Certificate to this contract).*

Are there special conditions, such as consent to serve alcohol or use a closet, cabinet, etc? \_\_\_ Yes \_\_\_ No

If yes, specify: \_\_\_\_\_

\_\_\_\_\_  
*(attach any relevant documentation hereto)*

**KEY & DAMAGE DEPOSITS**

Main Door Key Deposit: \_\_\_ Yes \_\_\_ No MMR Audio System Key Deposit: \_\_\_ Yes \_\_\_ No

Total Key Deposit: \$ \_\_\_\_\_ Received on: \_\_\_\_\_ (date) Returned on: \_\_\_\_\_ (date)

Full amount? \_\_\_ Yes \_\_\_ No If no, why not? \_\_\_\_\_

Damage Deposit: \_\_\_ Yes \_\_\_ No MMR Piano Deposit: \_\_\_ Yes \_\_\_ No

Kitchen Deposit: \_\_\_ Yes \_\_\_ No BR Piano Deposit: \_\_\_ Yes \_\_\_ No

Total Damage deposit: \$ \_\_\_\_\_ Received on: \_\_\_\_\_ (date) Returned on: \_\_\_\_\_ (date)

Full amount? \_\_\_ Yes \_\_\_ No If not, detail damage (include costs of any cleaning or repairs):

\_\_\_\_\_  
\_\_\_\_\_

**FOR REGULAR RENTERS:**

Monthly Rental Fee: \_\_\_\_\_, due on the first of each month. For weekly renters, the first month may be pro-rated. If the first month is pro-rated, the first month's rent is: \_\_\_\_\_. If rent is not received by the fifth of the month, a \$15.00 late fee will be charged.

Record of Rent Received (circle the first month of the contract):

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

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

Late Fee: \_\_\_\_\_

**FOR ONE-TIME RENTERS**

Total Rental Fee: \_\_\_\_\_ Deposit received: \_\_\_\_\_ (date) Balance received: \_\_\_\_\_ (date)