



Today's Date: _____

Contact Information

Name of Renter/Organization: _____ Address: _____

Responsible Person: _____ Phone: _____

Email: _____ Alt Phone: _____

Alternate Contact Person Name/Phone/Email: _____

Reservation Details (please refer to Rental Fee Schedule)

Event Description: _____ Expected Maximum Attendance: _____

Date(s) of Event: _____

Event Recurs: ___one time ___weekly ___monthly ___other _____

Contract Expiration Date: _____

Total Time(s) of use including set-up and clean-up: _____ hrs

___Sanctuary (can accommodate up to 200 persons) From ___to ___ (Up to 4 hours) total _____

Full day total _____

___Community Room (includes use of Kitchen) from ___to ___ (Up to 4 hours) total _____

Full day total _____

___Room downstairs: _____ (name of room) From ___to ___ (Up to 4 hours) total _____

Full day total _____

___Sound Technician required Yes No \$50/hr (\$15/subsequent 1/2 hr). total _____

___Event Coordinator (if 100 or more attendees) \$25/hr total _____

___Cleaning Services required Yes No \$100 upper level/\$200 entire building total _____

Grand Total Fee: _____

Payment and Deposit

One half of fee is due with contract; at time of event. Recurring Renters may pay on schedule as arranged with Office Administrator.

Bounced checks will incur a \$50 fee.

Refundable Damage Deposit (non-UUCM events): _____\$500.00 (Received/Date: _____ Yes No)

Deposit must be paid with a separate check and is due with contract. It is not cashed unless there is an assessment.

Preferred method of deposit return: ___return in mail ___shred

Building Access

Prior to event, renter must schedule an appointment for a building orientation. At the orientation, renter will be issued a code to the facility. Renter is responsible for ensuring all attendees have vacated the premises and the building is secure before leaving. If another group is still in the building, renter is responsible to ensure all of their attendees have vacated the premises. Renters and their attendees are permitted access only to the room(s) noted above at the dates and times reserved. All persons with access to the facility are permitted to pass through entry and common areas. If renter's event will obstruct these areas from others, the use must be noted above. All persons with access to the facility are permitted access to rest rooms.

Building Use Policy Agreement

A signed copy of the Building Use Policy Agreement has been signed and returned to the office: Yes No

Hold Harmless and Liability Insurance

Hold Harmless Agreement completed and submitted Yes No | Certificate of Liability Insurance submitted Yes No

Specifications and Restrictions

Please refer to Building Use Policy and Procedures document for Rules and Regulations of Use

Acknowledgement of Terms

- 1) By signing below, Renter acknowledges that he/she has read all terms of this contract, understands and agrees to abide by these terms.
- 2) Renter agrees to hold harmless from liability of any nature or source Unitarian Universalist Church of Minnetonka, its employees, agents and officials.
- 3) Renter releases and forever discharges Unitarian Universalist Church of Minnetonka, its employees, agents and officials from any and all claims arising out of, resulting from, or related to Renter and/or Renter’s activities on the property.

Signed: Renter or Authorized Representative / Date

UUCM Representative / Date

Print Name

Print Name