

University Baptist Church

One Time Event Rental Agreement

Vision: At University Baptist Church (UBC) we promote God's kingdom through the loving testimony of life example, personal witness, and mutual trust. We share our time, talents, and material resources with others. As part of this, we strive to utilize our campus to its fullest potential and share it with the community.

Policy: As part of sharing our campus with the community we require the following:

- that the activities are in accord with Christian principles
- that the care and protection of the property is respected
- that members as well as non members may utilize the property
- that fees charged for use are reasonable and cover the cost of maintaining the property

Responsibilities: The Pastor(s) will have final decisions for determining the use of the sanctuary and all worship activities. The Governing Board (GB) will be responsible for administering the rental agreement policy and for scheduling activities. It may delegate the formal scheduling of and collection of fees to the Office Manager, Pastors and/or Facility Operator.

What is Included:

Sanctuary for a wedding:

- assistance of Facility Operator for planning in advance (1 hour in-person meeting), 2 hours for rehearsal night before, 4 hours on wedding day.
- access to the sanctuary for 2 hours for rehearsal the night before, 3 hours for set up on the day of wedding, 1 hour for wedding, 1 hour after wedding for clean-up.
- sound technician for the wedding ceremony.
- set up or removal of movable items in the Sanctuary (please provide requested floor plan 1 week in advance).
- *honorarium for the officiant and/or musicians are NOT included in the fee.*

Sanctuary or Chapel for non-wedding event:

- assistance of Facility Operator for planning in advance (up to a 1 hour in-person meeting).
- access to space for 2 hours in advance for set up, designated amount of time for event and 1 hour after event for clean up.
 - set up of tables and chairs in Chapel (please provide requested floor plan 1 week in advance).

Fellowship Hall:

- assistance of Facility Operator for planning in advance (up to a 1 hour in-person meeting).
- access to FH for 2 hours in advance for set up, designated amount of time for event and 1 hour after event for clean up.
- use of kitchen if requested in advance (use of stove requires a clean up fee).
- set up of tables and chairs (please provide requested floor plan 1 week in advance).

Priority of use:

1. UBC groups using the facilities as part of the ministry of the church.
2. Groups sponsored by UBC with approval of GB, such as To Highland With Love, etc.
3. Other churches (usage fees may apply).
4. Outside social, civic, educational and charitable groups (usage fees may apply).
5. Members using the facilities for private parties or other gatherings (usage fees may apply).
6. The attached facility rental form must be completed and a deposit made to secure the date.
Refund of the deposit will be allowed at the discretion of the GB and/or Pastor(s) if cancellation is within 2 weeks of the event.

Terms and Conditions:

- The campus is not available to groups of a partisan political party or for-profit seminars.
- University Baptist Church reserves the right to refuse rental of church space for activities that are not in accord with Christian principles.
- All decorations, staging, and equipment must be broken down and removed immediately following the event. Please do not use nails, thumbtacks or other fasteners that would cause permanent damage to the space.
- UBC is not responsible for items which may be lost.
- No alcoholic beverages and/or smoking on church property at any time.
- No food or beverages in the sanctuary.
- Any personal or group property left on the church premises shall be at your own risk and only with the permission of the Property Committee.
- All areas of the facility should be left as they were found. All garbage and recyclables are to be removed from the building immediately after the function. At the conclusion of the event, the rental party must sign a completed clean-up checklist. The security deposit will be refunded after inspection of the space.

Damage and Cancellation Policies:

- Any damage to equipment or facilities, other than normal use, shall be the responsibility of the Renter. A security deposit is required. This deposit will be returned to the renter in full if facilities are left in satisfactory condition as determined by University Baptist Church Facility Operator.
- Indemnification: It is an expressed term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
- The Renter agrees to be responsible for any damage to persons or property resulting from its use and will hold University Baptist Church free and harmless from any such damages.
- All bookings and arrangements must be made with the University Baptist Church Office Manager at least two weeks prior to the event.
- Cancellation: A full refund will be given if cancellation notice is given 2 weeks in advance.

Renter Information:

Contact name: _____

Group Representing _____

Address: _____

Mobile Phone: _____ Alternate Phone: _____

Email Address: _____

Purpose for using the Church Facilities: _____

Estimated Number of people using area at any given time: _____

General Age group: _____

Date / Day / Hours of rental: _____

Fees:

Sanctuary for wedding (includes 2 hours night before, 5 hours day of, Facility Operator, sound tech, janitorial)

Active Member \$500 Non-member \$1,000 \$ _____

Chapel for wedding (includes 2 hours night before, 5 hours day of, Facility Operator, sound tech, janitorial)

Active Member \$400 Non-member \$800 \$ _____

Sanctuary other one-time event (4 hours day of, Facility Operator, janitorial, but no technical equipment)

Active Member \$300 Non-member \$500 \$ _____

Chapel for other one-time event (4 hours day of, Facility Operator, janitorial, but no technical equipment)

Active Member \$200 Non-member \$300 \$ _____

Additional hour \$50 \$ _____

Fellowship Hall for a 2 hr one-time event (includes Facility Oper, use of tables & chairs, janitorial but no tech. equip.)

Active Member \$300 Non-member \$600 \$ _____

Additional hour \$100 \$ _____

Add Ons

Use of technical equipment, includes technician, for events other than weddings \$25/hr \$ _____

Use of kitchen and/or stove \$ 50 \$ _____

Use of tablecloths _____ # required * \$20/cloth \$ _____

All rentals - Security Deposit to be returned if space is clean and not damaged after event \$ 250

Total _____

collected on _____ (date)

Rental Agreement

Signatures on this form indicate the agreement of the renter to the terms and conditions and the approval of the rental application by University Baptist Church.

Renter's Name: _____ **Signature:** _____ **Date:** _____

Approval from UBC Properties Committee: _____ **Date:** _____

Approval from UBC Pastor or Office Manager: _____ **Date:** _____