



Unitarian Universalist Fellowship of Athens

RENTAL PRICE LIST

	Pledging Members	Non-Members	Cleaning Fee	Refundable Deposit
Weddings	\$ 600	\$ 1,200	\$ 200	\$ 500
(Includes use of Sanctuary, Fellowship Hall, kitchen and meeting rooms for up to 6 hours on the day of the wedding, plus a 1 -hour rehearsal on a day of your choice.)				
Rehearsal Dinner	\$200	\$ 400	\$ 75	\$ 200
(Includes use of the Fellowship Hall and Kitchen for up to 4 hours.)				
Hourly rates (event time must include time for set-up and clean up)				
Sanctuary	\$100	\$ 200	\$ 50	\$ 100
Fellowship hall & kitchen	75	150	150	150
Fellowship hall only	50	125	50	125
Kitchen only	75	100	100	100
Alison W. Eskildsen Room	40	75	50	75
Other Rooms	30	50	50	50
<i>(Conference, Universe, Kleiner UU Heritage, and Religious Education classrooms as noted on enclosed map.)</i>				

A deposit and all fees are required in advance, to be returned to the renter once the premises are determined to be in acceptable condition and the key returned.

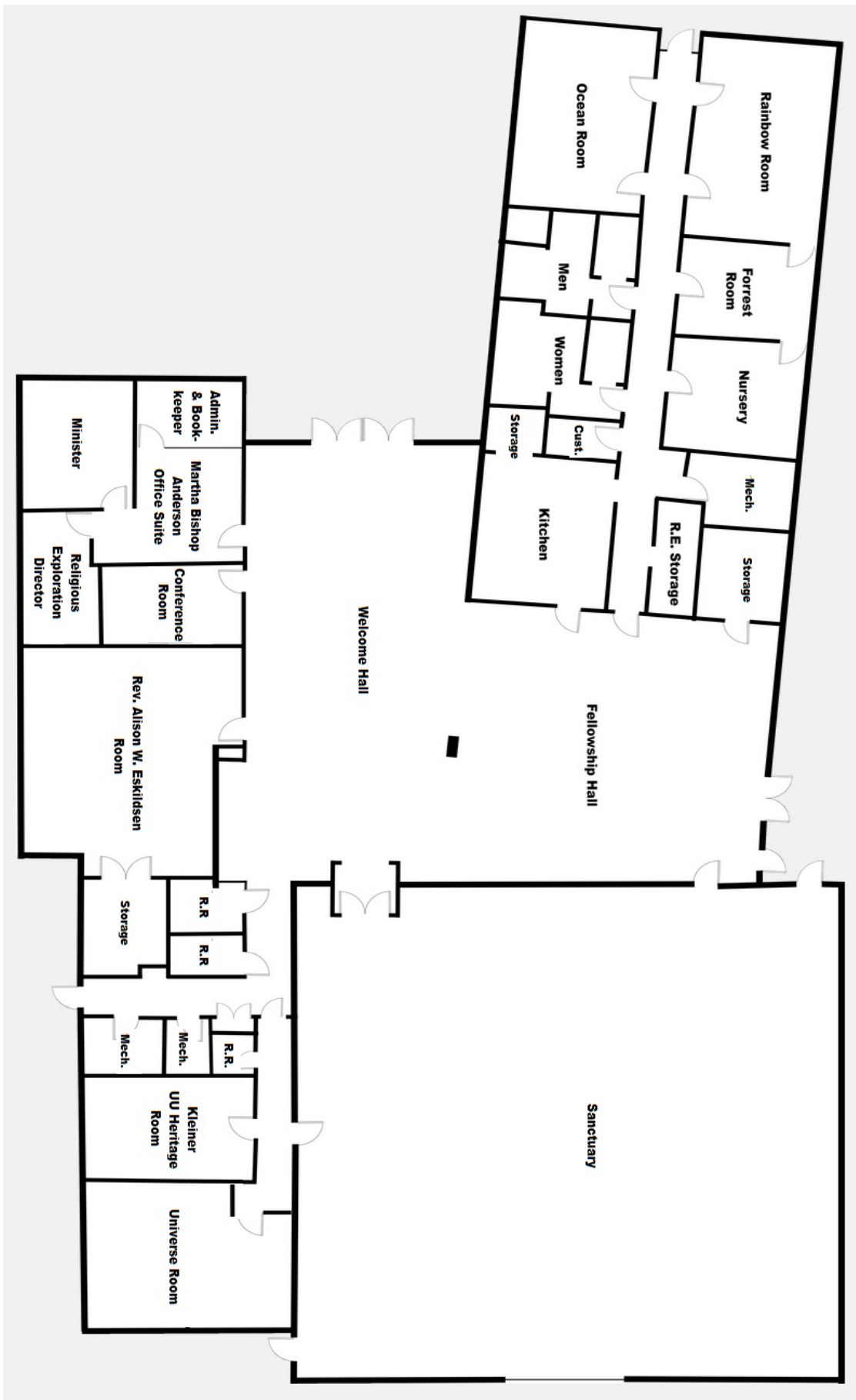
The Conference and Kleiner UU Heritage rooms are unavailable for non-UUFA use daily after 3:30 p.m.

Fees may be adjusted at the discretion of the Fellowship administrator. No fee will be waived or discounted to a person or organization charging a fee for an event.

UUFA Pledging Members may have the rental fee subtracted from their pledge amount. (See Building Rental Policy Statement for Stipulations).

On-going rentals for classes at which a fee is charged may be billed at 20% of the total class rate or the standard room rate listed above, whichever is higher.

Renters of outside on-going classes should have participant waivers on hand and/or adequate insurance to cover any injuries that might occur while participants are in the building. UUFA shall not be liable for injuries occurring in classes or meetings that are not sponsored by UUFA.



RENTAL AGREEMENT

Having read and understood this Rental Agreement of the Unitarian Universalist Fellowship, the undersigned RENTER agrees to rent the UUFA premises (or a portion) and follow these policies:

1. RENTER agrees that all attending the event will honor abide by **UUFA's Weapons-Free Campus Policy** and not possess firearms or weapons of any kind while on UUFA premises.
2. RENTER agrees to take special care when publicizing event not to imply any sponsorship of event by UUFA by including a note such as "This event is not sponsored by UUFA" on any posters, flyers, online promotion, or other advertisement/s in the community.
3. RENTER agrees to confine the function and limit activities to the times, spaces, and purposes designated in this agreement.
4. RENTER agrees not to remove or affix anything to the walls of the premises, unless permission has been granted below.
5. RENTER agrees that children under the age of 18 will be under adult supervision at all times. If ongoing rental group with a majority of participants are minors, RENTER agrees to abide by UUFA's "Honor the Children" safety regulations (specifically two pre-screened adults present at all times). For more details on this policy, contact the UUFA office.
6. RENTER agrees that no tobacco products will be used inside, and RENTER will provide proper receptacles outside the Fellowship for use by smokers.
7. RENTER agrees that no alcoholic beverages are to be served without prior permission from a UUFA Representative. RENTER agrees that whenever alcoholic beverages are served, non-alcoholic beverages must also be offered. NO food or drink is allowed in the sanctuary.
8. RENTER agrees that no candles or other flammable items will be used either inside or outside the building unless permission has been specifically granted below.
9. RENTER agrees to leave the premises secured and locked from the outside, clean and in good order, with the understanding that the damage deposit will not be returned if conditions are not acceptable to the UUFA representative. Moreover, the RENTER agrees to pay for any damages or losses caused by the rental over and above the damage deposit.
10. RENTER agrees that the RENTER is responsible for the safety of persons and property during the rental and during any preliminary or after activities associated with the rental have ended.
11. RENTER understands and agrees that the maximum number of persons allowed in the building by law shall be 280 and RENTER agrees to assume all risk if that number is exceeded.
12. RENTER agrees to pay in full the rental fee and damage deposit according to this agreement.
13. RENTER agrees if they have to cancel more than 10 days before the event, all but 10% will be refunded. With a cancellation notice less than 10 days before the event, all but 50% of the total will be refunded.
14. RENTER agrees that during their rental no illegal activities will take place on UUFA property.
15. RENTER agrees that, other than tables and chairs, no UUFA equipment (such as Audio-Visual) is to be used without prior permission.
16. RENTER agrees to contact UUFA Representative as soon as possible to cancel reoccurring events.
17. RENTER agrees to inform UUFA Representative/s of any problems or conflicts during the rental agreement time. This includes (but is not limited to) building maintenance, scheduling conflicts, etc.

By signing below the RENTER agrees to the above conditions, unless waived and initialed by the UUFA Representative.

_____ (RENTER) _____ (DATE)

RENTER Contact Information

Name and Address of Organization and/or Person renting the premises (“RENTER”):

Work or Cell Phone: _____ Home Phone: _____

Email: _____

Rental Date(s) and Time(s): _____

Rental Room Use: _____

Audio-Visual Needs: _____

Damage deposit: _____ Rental amount: _____ Cleaning fee: _____

Special Arrangements (e.g., alcoholic beverages, use of kitchen equipment, grounds, flammables, etc.)

EMERGENCY CONTACT INFO:

Shaye Gambrell, UUFA Congregational Administrator

Office Ph: 706-546-7914 (Cell Ph: 706-255-1454)

THANK YOU FOR RENTING OUR BUILDING AND TAKING CARE OF IT!