

SHORELINE UNITARIAN UNIVERSALIST CHURCH

14724 First Avenue N.E. Shoreline, WA 98155

www.shorelineuu.org Rentals Committee Chair: Rick Wilson

TODAY'S DATE _____

SUUC HOST (Name & Phone)

EVENT DATE _____

FACILITIES USE AGREEMENT

AV TECH (Name & Phone)

NAME _____

PHONE _____ DAY OF EVENT PHONE _____

EMAIL ADDRESS _____

ADDRESS _____ CITY/STATE/ZIP _____

Non-Profit Organization Name (If applicable) _____

EVENT NAME AND PURPOSE _____

NUMBER OF ATTENDEES _____

ROOM/S _____

EVENT HOURS _____ BUILDING ACCESS HOURS _____

SECURITY/DAMAGE DEPOSIT (refundable; due at time of signing contract)	Amount Due	Amount Paid	Date Paid	Check ##/ Paypal
Total				

RENTAL FEES (due 30 days prior to event)	Amount Due	Amount Paid	Date Paid	Check #/ Paypal
Sanctuary				
Sanctuary Grand Piano				
AV Tech				
Threadgill Hall				
Threadgill Baby Grand Piano				
Davis Classroom(s) _____				
Custodial service				
Event Host Fee - 4 hours free; \$25/hr. after				
Extra tables or chairs				
Total Amount Due by _____				

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The full deposit holds space on calendar up to 30 days before event. Renter forfeits 50% deposit if rental is cancelled within 30 days or less, or entire deposit if cancelled within 10 days.

In entering this contract, the applicant (user) accepts the responsibility for making restitution to the Church for any damage or required clean-up to the Church property. Rules, regulations and stipulations, as indicated on Rental Building Use Information and Instructions sheets must be observed during the period of this contract, and for a reasonable time period before and after.

The Board of Trustees of the Church reserves the right to invoke special rules and regulations when in their opinion and judgment such action is necessary.

The user agrees to the following:

1. Deposit will be returned within 30 days after vacating of facility if no rules are violated or damage incurred. All or part of the deposit shall be forfeited if:
 - a) Expense is incurred for repair, clean-up, or damage caused by user, or staying over the agreed time.
 - b) Complaints are received from neighbors due to disturbance and/or noise.
2. The amount of the forfeiture shall be determined by the Rental Committee Chair. Any exception to the Rental Committee Chair's decision will be settled by the SUUC Board of Trustees.
3. Please initial acceptance and understanding of the following:

_____ Parking guidelines for the event.

_____ Church decorations may not be altered without prior permission from the church host.

_____ If alcohol is to be consumed, appropriate license must be obtained and posted on site.

_____ The church shall be held harmless for any personal injuries or claims resulting from the event's activities except any claims arising from the church's gross negligence or willful misconduct.

CLEAN UP:

Renter will bring all necessary dishes and utensils. Please initial the cleaning procedure you want:

_____ I accept custodial services for \$200 OR

_____ I decline custodial services and will clean as described below and place all refuse in the outdoor church receptacles for a \$50 fee OR

_____ I decline custodial services, and I understand I am responsible for completing the following:

_____ **Sanctuary:** tables put away, chairs lined up correctly, room vacuumed.

_____ **Hallways:** cleaned and vacuumed.

_____ **Threadgill Hall:** tables put away, chairs stacked and stored correctly in storage room, room vacuumed.

_____ **Kitchen:** floors cleaned; counters cleared and cleaned; all food and drinks removed; garbage, compostables and recycling taken with renters.

_____ **Bathrooms:** cleaned and garbage taken with renters.

_____ **Decorations:** all removed and personal belongings taken with renters.

_____ **Outside:** any trash around the entrances picked up.

_____ **Garbage:** all garbage removed from church property.

RENTER _____ DATE _____

RENTAL REPRESENTATIVE _____ DATE _____