

## **RENTAL BUILDING USE INFORMATION AND INSTRUCTIONS**

This church seeks to make our facilities available to the people of the community as a place where they may satisfy their needs for devotion, work, study, discussions, life celebrations, music events, and concerns for public issues. We do not assume responsibility for the opinions or activities of any organization/individual which is not officially connected with this church.

Church tax-exempt status requires that the facilities shall not be rented to groups or organizations which do not qualify under state and/or federal statutes as non-profit organizations, or to individuals on behalf of such groups. Refer to Chapter 84.36 RCW, which provides for a few limited exceptions.

### **ALL SPACE USE FEES ARE PAYABLE IN ADVANCE, to Shoreline UU Church**

1. A signed Facilities Use Agreement and a refundable security/damage deposit holds the space on our calendar and is due at the time of the reservation.
2. Full payment of the rental fee is due 30 days before the event, or when the reservation is made.
3. Cancellations within 30 days of the scheduled event results in a forfeit of 50% of the security/damage deposit. Cancellations within 10 days of the scheduled event results in a forfeit of the entire deposit.

### **GENERAL RULES - Applies to ALL Users**

1. The DAMAGE DEPOSIT is required for a rental reservation to be scheduled on the church calendar. The Rental Committee shall specify the conditions for full or partial refunds, inspect for any damage after the event, and make eligible refunds available to the renter within 30 days of the event. Should any disputes occur with the renter that the Rental Committee cannot settle, the final arbitrator will be the Board of Trustees.
2. This church does not prohibit the use of alcohol on the premises, but it is expected that the regulations of the Washington State Liquor Control Board will be followed. This means the renter is responsible for obtaining a banquet permit if serving alcohol (permit available at <http://lcb.wa.gov/licensing/order-banquet-permits-online>). Alcohol cannot be served to anyone under 21 years of age. Hard liquor and kegs are discouraged; wine and punch preferred. RENTERS ARE RESPONSIBLE FOR DISPOSING OF ALL USED ALCOHOLIC BEVERAGE CONTAINERS BY TAKING THE ITEMS WITH THEM AT THE END OF AN EVENT.
3. Coffee makers are not allowed in any of the classrooms.
4. Smoking is not permitted in any of our buildings. Please provide receptacles outside, away from the buildings, if necessary, for your smokers.
5. We strive to be a fragrance-free facility.
6. By signing the Facilities Use Agreement, the renter agrees that if political, issue-oriented or fundraising advertising is placed for the event in the public media (or press release issued) that the name of the church may NOT be used. The address -- 14724 First Avenue NE, Shoreline -- should be used in lieu of the name of the church. Other events may use the church name in the advertising.
7. The church does not provide INSURANCE on goods or materials brought into the church by renters. NOTE: Regular users shall carry commercial general liability insurance in the amount of \$1,000,000 per occurrence and name SUUC as an additional insured. User shall provide a certificate of insurance to SUUC at least 7 days prior to the use.
8. The church is not responsible in case of LOSS OR THEFT.
9. If other groups are scheduled elsewhere on the premises, renters shall make every effort to avoid disturbing their activities.

**SHORELINE UNITARIAN UNIVERSALIST CHURCH**  
**14724 First Avenue N.E. Shoreline, WA 98155**  
**www.shorelineuu.org Rentals Committee Chair: Rick Wilson**

10. Every effort must be made to keep noise down, especially music. Keep doors closed when you have music events. This church is located within a residential community.
11. Regular candles or open flames cannot be used except for one or two ceremonial candles, with approval from rental host.
12. Chairs must be returned to original format. Talk to rental host about chair charts.

#### **DECORATIONS**

1. Discuss any decoration plans with the Rental Committee in advance.
2. No nails, tacks, screws, staples or paint-damaging tape may be used on the walls, nor may any other MODIFICATIONS be made to the building, its electrical system, carpeting, walls, furnishings or surroundings.
3. Do not throw glitter, rice or other small decorations that are difficult to clean up, inside or outside the buildings.
4. Do not alter or remove any church decor without permission.

#### **MEETING FACILITIES**

1. Tables and chairs already in the room are included in the rental fee and may be rearranged as needed provided they are returned to their original positions. There may be a fee for additional tables and chairs.
2. The pianos may not be used or moved unless prior arrangements have been made with the rental host.
3. The Sanctuary Sound System is available for rent with an AV tech from our church.
4. The heat in all rooms is preset.

#### **KITCHEN FACILITIES**

1. Use of the kitchen includes the use of the stove and microwave. Refrigerator and freezer may be used on a space-available basis.
2. Renter must supply all tea, coffee, sugar, disposable cups and paper goods, etc.
3. If using plastic non-compostable flatware, please take remainder off site when you leave. Our church does not use non-compostable flatware, so please do not leave extras for us.
4. No alcohol is to be stored on site overnight. All alcoholic beverage containers (full or empty) must be completely removed from the church site after use.
5. Kitchen must be left clean.

#### **CLEANING & MAINTENANCE**

1. If custodial help was not paid for in advance, renters will be expected, before leaving, to return the facilities to the condition in which they were found. Renters will find the broom, vacuum, etc. in the kitchen or in the furnace room. Extra paper products and cleaning supplies are located in the closet in the men's restroom or in the upper kitchen cabinet to the right of the sink. *\*The Rental Host is responsible for helping you find cleaning equipment and confirming facilities have been left in good condition.*
2. **All garbage, recycling and compostables must be removed from the building and grounds and TAKEN WITH YOU. If you do not want to take trash away, an additional \$50 will be charged.**
3. **If additional clean-up is needed, custodial services at \$50 per hour will be deducted from the rental deposit.**
4. Counters and appliances wiped, burners and ovens turned off, floor swept.
5. All lights should be turned off, all windows closed, doors must be checked and locked.