

RENTAL CONDITIONS

1. All scheduling will be arranged through the UU Danbury's Office Manager.
2. Fire codes must be observed.
 - a. Candles and/or any open flames are prohibited with the exception of temporary candles (such as in a birthday cake). Renter will take care to keep wax from spilling on the floor. Rental Deposit may be kept for wax removal.
 - b. Smoking is prohibited in all UU Danbury buildings. Please make sure all smoking materials outside are picked up and disposed of properly.
 - c. The use of smoke/fog machines is prohibited.
3. Occupancy codes must be observed.
4. There are 75 parking spaces available. Events must be planned with this in mind.
 - a. Parking on neighbors' properties is not allowed.
 - b. Parking attendants are required if anticipating 90% or more of vehicle spaces used for the event
5. Children must be supervised at all times.
6. Alcohol consumption is allowed, but the sale of alcohol is not.
 - a. Renter must sign Alcohol Waiver form
7. Anyone serving food must adhere to the regulations of the City of Danbury
<https://www.fda.gov/media/110822/download>
8. Events must end by 11:30 p.m.
9. All rooms and grounds must be left in their original conditions.
 - a. If chairs, tables, bulletin boards, etc. are moved, they must be replaced.
 - b. Tables and chairs are to be set up/taken down by renters
 - c. If the entire space is rented, tables and chairs must be returned to their respective floors if moved throughout the event.
10. Cleaning supplies will be provided and only designated cleaning supplies are to be used on surfaces. All areas where there has been food or beverage provided must be wiped down upon conclusion of the event.
11. No tape and/or tacks can be used to hold decorations on the walls or windows. Only painters' tape may be used for limited decorating.
12. Trash removal and Recycling rules must be observed.
 - a. Recyclables must be rinsed and placed in the bins provided.
 - b. Trash must be bagged and placed in the dumpster in the parking lot.
13. Renter takes responsibility for damage to ceiling fans and/or removal from ceiling for use of helium balloons. Use of helium balloons requires an additional \$100 deposit.
14. If the Renter brings in rented furniture or equipment, all items must be removed prior to the end of the Rental Agreement.
 - a. If additional set-up time is needed, please discuss with the Office Manager and additional fees may be assessed.
 - b. If furniture or equipment pick-up must extend beyond the closing time per the Rental Agreement, arrangements must be made for the location of storage and the time of pick-up of such items. If pick-up is outside of standard UU Danbury Office Manager hours, additional fees may be assessed.
15. Use of any room other than that specified in the Rental Agreement will result in forfeiture of the Rental Deposit. Fellowship Hall Lower Level classrooms are not available for rent.
16. Unauthorized use of the Kitchens, Sound System or Piano will result in forfeiture of the Rental Deposit.
17. If the Renter would like to rent the piano it must be requested in writing and fees apply
 - a. Requests for the piano to be tuned before an event can be made with the Office Manager who will schedule accordingly with the approved piano tuner and costs will be paid by the Renter.

18. The piano may not be used as a prop or as furniture, and nothing can be placed on the piano. The piano must remain in permission unless arrangements are made in advance by the Renter.
19. The Church Offices are not available for rental.
20. Use of the copier will be charged at .10 cents per page
21. Use of the lift in the Fellowship Hall must be requested in advance in writing for the use of transporting individuals with physical disabilities only. The lift may not be used to transport anything other than an individual with a physical disability due to the complex nature of lift operation. This request can only be made if both floors are rented, or if the lower level is rented with use of the upstairs kitchen. A lift operator can be contracted to remain onsite upon request.
22. Groups engaged in Political, Issue-Oriented or Fundraising activities must submit a signed Media Agreement.
23. Rental Deposits are due at the time of reservation, not later than 20 days prior to the event.
 - a. If deposit is received less than 7 days in advance, deposit must be in the form of a Certified Check or Money Order.
24. Rental Fees are due in full at least 7 days prior to the event. If less than 7 days, fees must be in the form of a Certified Check or Money Order.
25. Reservations can be cancelled 14 days prior to the event without penalty. Cancellations after that will result in forfeiture of the Rental Deposit. If your event is cancelled due to inclement weather, deposits and fees will be refunded.
 - a. Inclement weather is defined as extreme weather conditions, such as ice or heavy snow that would make driving unsafe.
26. All Deposits and Fees must be paid by check, certified check or money order.
27. Deposits will be held until after the event, and returned to the renter within two weeks of the event, providing that all Rental Conditions have been met.
28. Violation of any of the Rental Conditions stated herein or on any other applicable use sheet will result in forfeiture of the Rental Deposit.
29. In case of inclement weather, and your event does not get cancelled, your deposit will be kept by the Unitarian Universalist Congregation of Danbury for snow removal.
30. A UU Danbury staff member (Event Manager) MUST open and close for the event.
 - a. If Renter is a Member of the Congregation, alternate arrangements may be possible.
 - b. If the event extends beyond 10:00 PM an additional \$50 is charged for a late close.
 - c. If the Renter is not ready to vacate at the end of the rental term, the Rental Deposit may be used for Event Manager overtime at the rate of \$10 per 15-minute (prior to 10:00 PM) and \$20 per 15 minutes after 10:00 PM. This will be taken from the deposit provided.
31. The UU Danbury retains the right to adjust fees, deposits and rental conditions at the Board of Trustees' discretion.
32. The UU Danbury reserves the right to refuse rentals to any individual or organization at the Board's discretion.

RENTAL AGREEMENT

Renter's Name:		Organization:	
Address:		UU Danbury Member	Yes ___ No ___
Phone:		Email:	
Rental Purpose:		Admission Charged:	Yes ___ No ___
Rental Date:		Rental Hours (including set-up and take-down):	
Room(s) Requested:	Fellowship Hall Yes ___ No ___ Lower Level Yes ___ No ___	Kitchen:	Yes ___ No ___
Fee:		Due:	
25% Deposit:		Due:	
Balloon Deposit:		Due:	
Additional Items requested:	FH Piano: Yes ___ No ___ LL Monitor: Yes ___ No ___		Lift usage for physically disabled individuals only requested _____

I have read and agree to all rental conditions as stated on the Rental Conditions form.

Renter

UU Danbury Office Manager

Date

Date

For Office Use Only

Rental Agreement Received _____

Deposit(s) Received _____

Check # _____

Fee(s) Received _____

Check # _____

Confirmation _____

Deposit Returned _____

KITCHEN USE AGREEMENT

1. The use of the UU Danbury Kitchen is for warming, plating and service of food that has been made off-premises. The UU Danbury kitchen is not zoned for making or preparing food for public consumption.
2. Renter is responsible for providing all foods, beverages and paper goods such as napkins, paper towels, etc. as well as plates, cups and flatware.
3. Any serving utensils or plates used must be washed, sanitized, dried and replaced.
4. If the stove is used, it must be wiped of any spills. Make sure it is turned off before leaving the facility.
5. Use of coffee urns is allowed only if the Renter has had previous experience with such urns and is thoroughly familiar with their use. Instructions on the use of the coffee urns are posted in the kitchen and must be reviewed before using urns. **BE VERY CAREFUL! COFFEE AND URNS CAN GET VERY HOT AND CARELESS USE CAN CAUSE SERIOUS INJURY!**
 - a. After use of urns, unplug urn, remove basket and discard grounds, rinse all components thoroughly.
6. Trash must be separated and removed at the end of the event.
 - a. Recyclables must be rinsed out and put in the containers provided.
 - b. Trash must be bagged and placed in the trash area located in the parking lot.
7. The UU Danbury is not responsible for any accident or injury caused by reckless or unauthorized use of the Kitchens. Any reckless use, damage to, or unauthorized use of the Kitchen facilities will result in forfeiture of Rental Deposit(s).

I have read and agree to the conditions for Kitchen Use as stated above.

Signature _____

Date _____

Alcohol Waiver Statement

Use of facilities at the Unitarian Universalist Congregation of Danbury with alcohol.

I, _____ the undersigned, in consideration for being permitted access to and use of the facilities of the Unitarian Universalist Congregation of Danbury for a (event), together with permission to serve alcohol at such event agree to abide by the applicable laws of the State of Connecticut relating to use and consumption of alcohol, and to abide by the rules and regulation governing the use of the Unitarian Universalist Congregation of Danbury.

In addition, I, for myself and those I represent, hereby assume all responsibility, risks and liability associated with such activity and alcohol service for myself and any third person or persons attending the event or claiming damage as a result of the serving of alcohol at the event, and agree to hold harmless and indemnify the Unitarian Universalist Congregation of Danbury from any and all liability whatsoever for injuries or damages of whatever kind that I or any person or persons may sustain in anyway during or arising out of the conduct associated with this event.

Date: _____

Signature: _____

Print Name: _____

Unitarian Universalist Congregation of Danbury Waiver of Liability and Hold Harmless Agreement

This Waiver of Liability and Hold Harmless Agreement is entered into between _____ and the Unitarian Universalist Congregation of Danbury.

1. In consideration for our use of the premises and facilities at the Unitarian Universalist Congregation of Danbury for the event to be held on _____, I/We hereby release, waive, discharge and covenant not to sue the Unitarian Universalist Congregation of Danbury (hereinafter UU Danbury), its agents, members and employees as to any and all liability, claims, demands, actions and causes of action whatsoever and agree to hold the UU Danbury, its agents, members and employees harmless as to any and all claims, causes of action or suits which may be brought by anyone with respect to the said use of the premises and faculties for the stated activity, including but limited to any loss, damage, or injury, including death, or to any property.
2. It is our/my express intent that this Release and Hold Harmless Agreement shall bind our organization, it's directors, officers, agents, employees and trustees, and shall be deemed as a release, waiver, discharge and covenant not to sue the Unitarian Universalist Congregation of Danbury, its agents, members and employees. I/We hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Connecticut.
3. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this _____ day of _____, 20____, and declare I am authorized to sign and act as agent for the organization listed below (If applicable).

Signature

Title

Printed Name

Organization/Company Name (If applicable)

Unitarian Universalist Congregation of Danbury
24 Clapboard Ridge Road, Danbury, CT 06811, (203) 798-1994

MEDIA AGREEMENT

Political, Issue-Oriented and Fundraising groups advertising or publicizing their event in the media may use the address of the Unitarian Universalist Congregation of Danbury (UU Danbury), but not the name.

Under no circumstances can an outside group indicate the endorsement of their event by the UU Danbury unless the UU Danbury agrees in writing to such endorsement.

All outside groups must show the name and phone number of a contact person in their advertising and publicity for information about and directions to the event.

Violation of the above will result in immediate cancellation of the reservation and forfeiture of the Rental Deposit.

I have read and agree to the above conditions.

Signature _____

Date _____

