

THE UNITARIAN-UNIVERSALIST FELLOWSHIP OF ATHENS

184 LONGVIEW HEIGHTS

P.O. BOX 333

ATHENS, OHIO 45701

BUILDING RENTAL AGREEMENT – 2017

Thank you for choosing the UUFA for your event! We are thrilled to share our unique building and hope that our building and grounds will meet the goals of your event. We strive to provide a welcoming environment for you and your guests. The details of our rental policies and procedures are listed below. Please review them and feel free to ask if you have special needs not outlined in this agreement, have questions, or need clarification of any details.

ENVIRONMENTAL ISSUES:

The UUFA has made a commitment to be environmentally conscious and to act in a manner that is responsible. We urge users to avoid the use of disposable items and to utilize the washable and reusable items that we are happy to provide you, the renter.

- Please do not leave behind items made of Styrofoam, plastic utensils, or other unwanted items.
- Recycle and dispose properly of all trash materials.
- Please use plastic trash bags and bag all non-recyclable items to be deposited in the dumpster in the parking lot
- Empty and rinse all recyclable materials and place in recycling bins located next to the dumpster in the parking lot

Failure to follow these policies may result if forfeiture of your security deposit.

USE OF FELLOWSHIP RESOURCES

The Fellowship Hall has a sound system and projector that you may use following the attached instructions. We welcome you to the use of our ground floor kitchen as well as our tables, chairs, dishes, and other kitchen utensils. The first floor kitchenette also has a Bunn Coffee maker for your use. THE RESERVOIR on top of the coffee make is for WATER ONLY. We do ask that you bring your own coffee and food items. *See posted directions next to the coffee pot

CHILDRENS PLAYGROUND

There is a playground outside that may be used by **supervised** children attending your event. The UUFA is not responsible for injuries.

THE GROVE

Use of The Grove is part of your contract. Please pick up any trash or debris in the grove following your event.

Initials : _____ / _____

CLEANING

Our expectations are that you leave the building and grounds in the same condition in which you found them. Please clean immediately after your event. If you, yourself are unable to clean, please make arrangements for others to do so for you. If the buildings and grounds are not left in satisfactory condition the renter risks forfeiting the cleaning deposit. Please use the following as a check-list as you clean the fellowship:

- Clean and put away all chairs and tables
- Sweep and mop the floors as needed
- Please empty all trash cans and take closed bags to the trash bin. You are welcome to use spare trash bags which can be found in the cupboard to the left of the small sink in the kitchenette or in the downstairs kitchen.
- Please place all recyclable materials in the designated recycling bins next to the dumpster in the parking lot.
- Put liquids only in the small sink upstairs - - the drain clogs easily
- Wash all dishes that you've used from the kitchen. In addition to using soap and rinsing, sanitize all dishes by placing a few capfuls of bleach in hot water in the 3rd sink and allowing to sit for at least 2 minutes. You will find a bottle of bleach underneath the sink.
- You may also use the dishwasher for cleaning dishes provided you have time to return, unplug and put away all dishes use. Directions for using the dishwasher are located in the kitchen.
- Please be sure the kitchen oven and stove top are turned off after use
- The Fellowship Buildings and Grounds must be returned to the same condition in which you found them.

Smoking Policy

No Smoking is allowed in the Fellowship Hall! Please ask all guests to smoke outside and use the cigarette receptacles. Please refrain from leaving cigarette butts on the grounds of the Fellowship. Smoking is not permitted in The Grove, Camden's Bird Sanctuary, or children's playground areas.

ALCOHOL POLICY

Alcohol is permitted. The renter is responsible for making sure that the laws and regulations of the state of Ohio are rigorously followed regarding possession, consumption, sales, and purchase of alcohol at the Fellowship. We ask that you place kegs on the deck or on a plastic sheet inside the hall. Please wipe up spills promptly with a damp cloth or sponge. Please rinse all bottles and cans and place in the recycling bins located next to the dumpster in the parking lot.

If you plan on selling alcohol or charging admission and providing alcohol at your event, you must provide us with a copy of your liquor permit. Please note that private consumption and possession of all intoxicating beverages is permitted, however, current Athens City zoning permits only the sale of beer in our precinct.

OTHER BUILDING ISSUES AND POLICIES

- Fireplace – In cold weather the fire place can be used provided you have been instructed about its use. Please make sure the damper is open before lighting a fire; please also ensure that the fire is thoroughly doused when you are done, and make sure the damper is shut before leaving the building.
- Heating and Fire Safety- Please be sure that all interior doors are shut before leaving the building, including restroom doors, stairway doors, classroom doors, and kitchen door.
- Phone Use – You may use the phone in the front of the hall near the front doors for local calls only. We appreciate your help in making sure the receiver is firmly replaced in its cradle.
- Lights/Fans – Please be sure that all lights and fans are turned off, including the bathroom lights and fan
- Security –Be certain that the building is unoccupied that all exterior doors and windows are locked before leaving

- Access to hall - A UUFA representative will meet you when your rental begins and will return to do a walk through with you at the close of your rental time.
- Be Respectful of the Neighborhood: We appreciate your attention to noise level. We are located in a residential neighborhood and ask that your festivities and noise levels be kept to a minimum. We are located within the City of Athens and must adhere to the noise ordinance. Further, please end your event by Midnight.
- Parking Lot – The Fellowship parking lot holds a maximum of 48 cars – please ask guests to park inside the lot. DO NOT park in neighboring yards on either side of the Fellowship. Athens city code prohibits parking on Longview Hts. (cars parked on the road may be towed or cited by Athens city parking enforcement). Renters who have cars parked on the street or neighboring properties will forfeit the security deposit.

RENTAL FEES

Rental fee and deposit are due to the rental agent 30 days prior to your event. Once payment is received your event will be confirmed and added to our official calendar (checks must clear before payment is considered received).

WEDDINGS

The charge for Weddings is \$500. The rental cost includes the Friday rehearsal time and use of the building until midnight Saturday.

WEEKEND AND HOURLY RATES

Half-day – less than 4 hours is \$225

Full-day Weekday greater than 4 hours is \$350

SECURITY DEPOSIT (REFUNDED IF THERE ARE NO DAMAGES)

Damage/Security deposit is \$500 and will be returned to you within 30 days after your event, minus any charges incurred due to damage to any part of the building or its contents. You will be contacted if such charges are pending.

CLEANING DEPOSIT (REFUNDED IF NO ADDITIONAL CLEANING IS REQUIRED)

A \$350 CLEANING DEPOSIT IS REQUIRED OF ALL RENTALS. THIS DEPOSIT IS RETURNED TO YOU IF THE BUILDING IS IN CLEAN CONDITION AT THE CLOSE OF YOUR RENTAL TIME. IF THERE ARE ANY ADDITIONAL CLEANING NEEDS REQUIRED THE ENTIRE \$350 WILL BE RETAINED TO COVER OUR COSTS FOR THE TROUBLE AND ADDITIONAL TIME.

REFUNDS

If your event is cancelled 30 days prior to the scheduled date of your event, a full refund will be given. Giving less than 30 days' notice will result in loss of your security deposit.

CONTACT INFORMATION

Barb Harrison, Rental Agent

Contact Phone: (740) 707-6197

E-Mail: barbunday@gmail.com



Internal Use Only

Contract Number	
Date rental agreement sent to renter	
Date entered in UUFA calendar	
Date deposit received	
Date rental payment received	
Date copies/funds sent to Treasurer	
Date deposit returned	
Date/Time of pre-rental meeting at fellowship	
Date/Time of post event walkthrough	
Comments about condition	