

BUILDING USE CONTRACT - RENTAL AGREEMENT
The Unitarian Universalist Church of Rockville (UUCR)
100 Welsh Park Drive, Rockville, MD 20850
Phone: (301) 762-7666; Fax: (301) 762-7667

Event Title: Wedding rehearsal & ceremony for *[names of couple being wed]*

Applicant(s): *[name(s) of responsible party]*

Address: *[responsible party]*

Telephone: *[responsible party]*

Email address: *[responsible party]*

Date/Time of Event:

Rehearsal: *[rehearsal start time]*

Ceremony: *[ceremony start time]*

Total Rental Time (first use to last departure):

Rehearsal on *[date]: [start time – end time]*

Ceremony on *[date]: [start time – end time]*

Requested room set-up *[please describe. e.g., “Arrange chairs in Sanctuary to create center aisle; other set up requests will be discussed closer to the time of the event”.]*

Rooms Rented: Sanctuary, Entrance Corridor, Rooms 50, 53, and 54 in Lower Level

Estimated Attendance: *[estimated number of guests plus wedding party]*

Fees:

Room Fees: [Usually \$1,000; for raffle winner N/A]

Piano Fee: included

Custodian Fee: included

Attendant Fee: included

Total Cost of Rental: \$0 [unless other added]

Refundable Security Deposit: \$400

I have read and agree to the above rental fees and to abide by the attached rental regulations for use of church facilities. I understand I am responsible for assuring all attendees comply with these regulations.

SIGNED: _____ DATE: _____
Applicant

SIGNED: _____ DATE: _____
Applicant

SIGNED: _____ DATE: _____
Church Administrator

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Office Use Only:

Deposit received: _____ Check number: _____ Date: _____

Total Rental paid: _____ Check number: _____ Date: _____

On Calendar: Yes On Excel Spreadsheet: Yes Contract Filed: _____

Security Deposit Returned: _____ Additional Charges (if any): _____

Unitarian Universalist Church of Rockville Rental Regulations

1. This Rental Agreement is binding upon signature of the church and Applicant and payment of the security deposit. To remain in effect, the total rental fee must be paid no later than 15 days before the event.
2. If a church Attendant is provided for this event, the Attendant will open and lock doors and, jointly with the Applicant, inspect the premises before and after the event. The Attendant will assist the Applicant on use of church systems and oversee proper use of church facilities. Use of an Attendant helps protect the Applicant from additional fees.
3. When an outer door key is needed for access to the building, it must be picked up from the UUCR office during the week prior to the scheduled event. The key must be returned to the office door slot immediately following the event. Duplication of keys is forbidden. A \$75.00 fee will be charged if the Applicant does not return any key(s).
4. The Applicant is restricted to use of the rooms rented plus the restrooms located in the same building and may not expand into other rooms, the hallway, or the kitchen, even if these rooms are not occupied by others. The church will deduct additional rent from any expanded room use beyond this agreement from the security deposit.
5. The Applicant is responsible for entering and exiting the rental space within the agreed hours. The church will deduct additional rent for any overstay from the security deposit.
6. With the exception of tables and chairs, the Applicant is responsible for any set-ups and take-downs required for its events and the protection of its own equipment unless other arrangements have been made with the church. Custodian services are included as stipulated and paid in this agreement.
7. The Applicant is responsible for returning the rented rooms to the condition in which they were found, including removing all decorations after the event. No nails, screws, thumb tacks, glue, tape or other materials shall be used to hang items on walls or windows. Restrooms must be left in good condition. Trash shall be bagged and the premises left in a neat and orderly condition. If kitchen use is permitted, the kitchen must be left clean and all dishes, silverware, and utensils washed and returned to their proper places. The Applicant will be assessed a \$30/hour custodian fee for any church clean-up to return the premises to the condition in which they were found.
8. The Applicant is not permitted to use any church equipment or musical instruments without prior agreement and appropriate payment of a rental fee. Any materials or equipment brought into the building(s) must be removed promptly after the event.
9. The Applicant is responsible for maintaining order at its events. No drinks, food, heavy objects, or other potentially harming materials shall be placed upon the church pianos, or other church furniture, not intended for such use. Incense or other odorous substances shall not be used, unless prior approval has been granted by the Church Administrator. Excessive noise or other unseemly behavior disruptive to neighbors is prohibited. Rental attendees may not adjust room thermostats.

10. NO SMOKING is permitted in any of the buildings.
11. The Applicant is responsible for assuring that no firearms or other weapons, fireworks, illegal drugs or other contraband are permitted on Church premises.
12. Use of alcoholic beverages is prohibited unless approved in this agreement. When allowed, only beer, wine, or light punches may be served on church property. At any activity when alcoholic beverages are available, nonalcoholic beverages must also be available. The Applicant is responsible for obtaining any required temporary liquor license and complying with Montgomery County liquor ordinances.
13. Adult leaders of children and youth groups (with teens under the age of 21) must be on the premises 15 minutes in advance of their group's meetings, and must remain on site until all members of the group have left. There must be a minimum of two adult leaders present (ages 21 or older) who shall assure group members follow the regulations set forth herein.
14. The Applicant agrees to not practice, formally or informally, discrimination based on race, ethnicity, gender, or sexual orientation.
15. Unless a church Attendant is provided for this event, the Applicant is responsible for closing and locking all windows, turning off lights, including bathrooms, and locking all doors. The church reserves the right to charge the Applicant a \$50.00 fee if any of these items is neglected.
16. The Applicant agrees to reimburse the Church for any damage to or loss of Church property resulting from its use of the premises, or failure to secure building doors and windows prior to leaving. This damage must be reported to the Church office no later than the next business day (301-762-7666). If the damage, such as a broken window or door, appears to endanger the security of the buildings or the safety of occupants, it should be reported immediately to the emergency contact on call. The Church posts a list of emergency contacts, including telephone numbers, in each of its buildings for this purpose.
17. The security deposit will be returned to the Applicant within 30 days following the event, minus any fees charged for non-compliance with these regulations. If the Applicant cancels less than 30 days prior to the event, the entire security deposit will be forfeited. Otherwise, cancellations are subject to a 15% administrative fee.

Applicant has read and agrees to abide by the UUCR rental regulations

Signature: _____ Date: _____