

**Building Rental / Usage Agreement**  
**Unitarian Universalist Congregation of Fort Wayne**  
**5310 Old Mill Road**  
**Fort Wayne, IN 46807**  
**(260) 744-1867**  
**uufortwayne@frontier.com**

**Rental Charges are for events up to four hours (based on the time the building is opened through clean up) unless otherwise stated. Base fees (if applicable) are listed below for each Type. If other rooms, equipment or services are required, reference the list on the following page for additional charges.**

**Type A Events – No Charge**

**Congregational Events or Donation Only**

Not-for-profit groups that serve the community such as Alcoholics Anonymous

Use of kitchen, piano, sound system, and custodial services extra

**Type B Events – No Charge**

Member-sponsored groups (i.e., Civic and Community, or Charitable) for educational or philanthropic activities and no admission will be charged

Use of kitchen, piano, sound system, and custodial services extra

**Type C Events - \$50 basic fee per event, plus special charges as warranted**

Non-member groups who request the use of the facility for educational or philanthropic purposes and no admission will be charged

Use of kitchen, piano, sound system, and custodial services are extra

**Type D Weddings/Social Events Up to 4 hours**

Parties/reception fees include kitchen and gallery

Sanctuary: Wedding service (member):	\$ 50
(non-members):	\$100
Social Hall: Reception (member)	\$100
(non-members):	\$200

Use of other rooms, piano, sound system, and custodial services extra

*Wedding fees do not include the customary payment of \$450 for the Minister*

**Type E Events - \$250 basic fee, plus special charges as warranted**

Groups who will charge admission to event such as quilt show or concert. Rental would include social hall, gallery.

Use of other rooms, piano, sound system, and custodial services extra

**Type F Events – Memorial Services**

No charges assessed to Members

*Friends of the Church will be charged if the kitchen and the social hall are used*

**Type G Events – Renter charging admission**

Series of classes, lectures, etc., where participants are charged admission/tuition. Fee based on table rate below but will be discounted 10% for renters who schedule and pay for three or more events at a time. See list on next page for pricing of requested areas.

<b>Room</b>	<b>Member Up to 4 hours</b>	<b>Non-member Up to 4 hours</b>	<b>Over 4 hours</b>
<b>Sanctuary</b>	\$50	\$100	\$50 per hour
<b>Social Hall</b>	\$100	\$200	\$50 per hour
<b>Kitchen</b>	\$50	\$100	
<b>Gallery</b>	\$20	\$40	
<b>Classroom, Choir room, or Nursery (each)</b>	\$15	\$30	
<b>Patio</b>	\$10	\$20	
<b>Entire Building &amp; Grounds</b>			\$125 per hour

## **Equipment Fees**

Piano	\$50, \$100 if moved
Large sound System	\$75
Portable sound system	\$50
Projector @ \$40 hr.	

## **Service Fees**

Custodial Services @ \$40/hour	
Technician for large sound system @ \$40/hour	

## **Deposit Fees**

(for rentals of \$100 or less)	\$100
(for rentals more than \$100)	\$200

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Brief Description of the Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees must be paid in full one month prior to the event. If the event is cancelled 14 days prior to the event, all fees will be returned.**

\_\_\_\_\_ Church Member      \_\_\_\_\_ Non Member

**Services Requested:** *Check desired areas*

- \_\_\_\_\_ \$50 piano use
- \_\_\_\_\_ \$100 if piano is moved
- \_\_\_\_\_ \$75 large sound system + cost of Technician @ \$40/hr.
- \_\_\_\_\_ \$50 portable sound system
- \_\_\_\_\_ Damage Deposit
  - \_\_\_\_\_ (for rentals of \$100 or less)                      \$100
  - \_\_\_\_\_ (for rentals more than \$100)                      \$200
- \_\_\_\_\_ Custodial Staff    \$40 per hour
- \_\_\_\_\_ Projector (requires adapter for Mac)                      \$40 per hour

**Areas Requested:** *Check desired areas.*

- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ Social Hall
- \_\_\_\_\_ Gallery
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Choir Room
- \_\_\_\_\_ Nursery (must be supervised)
- \_\_\_\_\_ Patio
- \_\_\_\_\_ Entire Building & Grounds

\_\_\_\_\_ **Total Building Use Fees**

**Special Arrangements:**

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Due to our status as a 501(c)(3) organization, we will not use our building for any particular political party nor for any candidate running for public office.

- Renter acknowledges that the purpose of the event to be hosted at the congregation, and the renting organization’s mission, are not contradictory to Unitarian Universalist principles and values. By signing below, Renter affirms that their use of the facilities are so aligned.
- Renter has received and read the Building Use Guidelines.

**Liability Protection:**

The person/group booking this event agrees to indemnify the church within 60 days for any and all damages resulting directly from the use of the Church facilities and/or grounds or for any action of any person who comes to the church for the event. The person/group booking this event further agrees to pay for collecting said costs, including court and attorney fees encumbered by the Unitarian Universalist Congregation of Fort Wayne, and interest of 20% per annum from the date of the event.

The Church is not responsible for personal articles or valuables brought into the Church. When art objects, musical instruments, technical equipment or other items of value are brought into the Church, the owners must carry their own property insurance.

I/We, the undersigned, have read and agree to abide by the terms of this agreement. I/We agree that extra charges will be assessed if the damage deposit does not cover damages or clean up incurred by me/us or anyone working for me/us or attracted directly or indirectly to the event. I/We understand that payment for rental of the facilities is due one month in advance of the event.

Signature of Renter	Date
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Congregational Administrator	Date
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Congregational President (if required)	Date
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Temporary Addendum to **Building Rental Agreement** due to risks posed by COVID-19, in effect until further notice.

Before resuming meeting at the Unitarian Universalist Congregation of Fort Wayne (UUCFW), the leader or host of a rental group must sign this document and share its contents with participants of their meetings.

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. The host and group participants are aware that the COVID-19 continues to pose a threat in public spaces, including here at UUCFW. We are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you or family members will not become infected with COVID-19.

That being acknowledged, the renter agrees to:

- Hereby release, covenant not to sue, discharge, and hold harmless UUCFW, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your attendance in our building. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any such program, service or activity.
- Require anyone with a fever or other COVID-19 symptoms to stay home and not attend the meeting. Any attendees who become ill/test positive for COVID-19 within two weeks (14-days) after the meeting must inform the host, who must in turn inform UUCFW.
- Limit the gatherings to 15 people
- Use the disinfectant UUCFW provides before and after the meeting: tabletops, door handles, light switches, toilet handles, etc. There will be a spray bottle of Incede in the bathroom and meeting room; wipe with a paper towel.
- Maintain a list of attendees for each meeting (for contact-tracing purposes should this prove necessary). For groups that value anonymity, initials can be substituted, provided the leader can identify the attendee's actual name
- Require all attendees to wear face coverings that cover nose and mouth and maintain 6-feet of distance from one another when inside the building
- Discourage use of gloves and encourage handwashing
- Use only one restroom and encourage attendees to lock the door after entering to ensure there is only one person at a time in that small space.
- Not enter the kitchen or other parts of the building besides the Social Hall and across the gallery to the restroom. No food or drink is to be shared. Personal water bottles may be carried in; there is no drinking fountain available.

Leader (host name): \_\_\_\_\_  
(printed)

Leader (host name): \_\_\_\_\_  
(signature)

Group name: \_\_\_\_\_ Date: \_\_\_\_\_