

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.

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

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

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:



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
---------------------	------

Congregational Administrator	Date
------------------------------	------

Congregational President (if required)	Date
--	------