## First Unitarian Church 809 South Fourth Street Louisville, Kentucky 40203

## **Rental Contract and Policies**

The First Unitarian Churc	ch agrees to rent to:	(organization or parties)				
	• ,					
Renter, represented by	y th	e following:				
	(authorized representative)	(part of building/grounds to be fented)				
on,	,for _	(type of event)				
(day)	(date)	(type of event)				
starting at	AM/PM and ending at	AM/PM with approximately				
persons in attendance	. The period of time for said s	pace to be available and covered by this contract shall be				
opening at	_ AM/PM and closing at	<b>AM/PM</b> . If this event is a wedding, a rehearsal				
will be held on	,	, atAM/PM. (time)				
	(day) (date	(time)				
The signer of this doc following policies:	cument has read and agrees to c	omply with times and space stated above and the				
of the deposit		must be made to confirm a reservation. No par ost. (The deposit will be refunded in full after the event ime overruns.)				
	Should Renter cancel this Contract within fourteen (14) days of the scheduled event, Renter shall forfeit the deposit.					
used be left in the san		stated above and agrees that the space and furnishings cleanliness as upon opening. Charges for extra cleaning, sit.				
	Non-church groups who do not have a member of First Unitarian Church to assume the responsibility of opening, closing and supervision must hire the church custodian to do so. (See Fee Worksheet)					
5. Supplies or eq	equipment in closets and cabinets are NOT to be used by Renter or Renter's guests.					
	Only the music director or a person designated by him/her or the Board of Trustees may play the organ in the Sanctuary.					
7. The Congrega	tion has voted to request NO S	MOKING ON THE CHURCH PREMISES.				

This contract covers only the use of space stated above and conveys no rights or privileges to Renter or Renter's guests to use any other portion of the premises of First Unitarian Church.

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- 9. First Unitarian Church shall not be responsible for any act of Renter or Renter's guests and said Renter does agree to hold First Unitarian Church harmless from any and all costs of every nature whatsoever for any claim made against First Unitarian Church or any of its agents, members, or employees as a result of any action of Renter or Renter's guests.
- 10. The facility and the premises surrounding same are leased in an as is condition, and First Unitarian Church shall not be responsible to Renter or Renter's guests for injuries to persons or property or for theft of property brought on the premises.
- 11. All expenses for flowers, caterers, music, rented equipment, etc., used by Renter shall be paid for by Renter and in no event shall First Unitarian Church be responsible for any expenses incurred by Renter. Specific arrangements for removal of Renter's equipment at a time after event must be made in advance.
- 12. The sale, either directly or indirectly of alcoholic beverages is illegal and is absolutely prohibited.
- 13. In the event any agent, member, or employee of First Unitarian Church provides any assistance of any nature whatsoever to Renter, such assistance shall be performed at the sole risk of Renter; First Unitarian Church shall not be responsible in any way whatsoever for the performance or non-performance of any of its agents, members or employees performing such assistance and compensation to such employees for any assistance rendered.
- 14. Any for-profit group must provide First Unitarian Church with evidence of Liability Insurance Coverage with not less than a \$500,000 combined single limit per occurrence before this contract shall be effective.
- 15. All rentals will be made with the approval of the minister or the Board of Trustees; either may exempt portions of the rental fee.
- 16. The person executing the contract on behalf of Renter warrants to First Unitarian Church that said person has the full right, power, and authority to execute this agreement on behalf of Renter.

FEE fo	or rental (based on attached workshe	et, in addition	to deposit): \$	
	C: <u>ALL</u> FEES ARE DUE TO THE IT IS TO TAKE PLACE. DATE D			BEFORE THE
WITN	ESS the signature of the parties here	eto:		
	RENTER:	Name Organizatio Address	on	
phone			Work phone	Cell
	FIRST UNITARIAN CHURCH:	Authorized Date	by	
	MEMO:			