

First Unitarian Church
809 South Fourth Street
Louisville, Kentucky 40203

Rental Contract and Policies

The First Unitarian Church agrees to rent to: _____,
(organization or parties)

Renter, represented by _____ the following: _____
(authorized representative) (part of building/grounds to be rented)

on _____, _____, for _____
(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 space to be available and covered by this contract shall be

opening at _____ AM/PM and closing at _____ AM/PM. If this event is a wedding, a rehearsal

will be held on _____, _____, at _____ AM/PM.
(day) (date) (time)

The signer of this document has read and agrees to comply with times and space stated above and the following policies:

1. A signed contract with a deposit of _____ must be made to confirm a reservation. No part of the deposit shall be applied to the rental cost. (The deposit will be refunded in full after the event, subject to any damages to property or rental time overruns.)
2. Should Renter cancel this Contract within fourteen (14) days of the scheduled event, Renter shall forfeit the deposit.
3. Renter shall use the premises for the purpose stated above and agrees that the space and furnishings used be left in the same condition, arrangement and cleanliness as upon opening. Charges for extra cleaning, repair or replacement will be withheld from the deposit.
4. 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 equipment in closets and cabinets are NOT to be used by Renter or Renter's guests.
6. 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 Congregation has voted to request NO SMOKING ON THE CHURCH PREMISES.
8. 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.

