

UUFCO RENTAL AGREEMENT

This rental agreement is entered this ____ day of _____ 2021, between The Unitarian Universalist Fellowship of Central Oregon ("UUFCO") and _____ ("Renter") for the rental of certain space on the ____ th, of _____ 2022 in the UUFCO premises located at 61980 Skyline Ranch Road, Bend Oregon 97703 ("Agreement").

GENERAL

UUFCO CODE OF CONDUCT

The Unitarian Universalist Fellowship of Central Oregon is a diverse liberal religious community committed to promoting the inherent worth and dignity of all people and caring for the earth. Renter, renter's guests, employees, licensees or invitees upon the premises during the rental period will conduct themselves in ways consistent with the broad values of UUFCO as well as abide all laws. UUFCO prohibits use of its property for any purpose which may reasonably be understood to promote oppression, discrimination, and/or violence in any form. Renter acknowledges failure to comply with UUFCO code of conduct can result in immediate termination of the event.

USE OF PREMISE

UUFCO is available for rental from 7 a.m. – 10:30 p.m. Monday – Saturday, and 2 p.m. – 10 p.m. on Sunday. Renter is authorized to use only the rooms per this Agreement, as well as the hallways and restrooms. Rental fees are based on the **hourly** period from event set-up through event clean-up. Renter is responsible for honoring the beginning (set-up) and ending (clean-up) times specified in the Agreement. Events that exceed the agreed upon timeframe will be billed at 150% of the hourly rate.

SET-UPS

Unless arranged otherwise (see "staffing" below), set-up and breakdown will be Renter's responsibility. All furniture and church property must be returned to location and condition as upon entering the premises (including the Sanctuary). Renter will be responsible for procuring and paying for any furniture required beyond the church's inventory. UUFCO does not provide any linens. The wooden "farm" tables must be covered with linens if used for food service. UUFCO will provide a protective cover to be placed underneath linens for said tables.

DISPLAYS AND DECORATIONS

If decorations and displays are used, church property must not be damaged, and decorations or displays must be removed at the conclusion of the event. Never nail, thumbtack, paste, glue, tape or affix anything to the walls, musical instruments, or other furnishings. Candles are allowed for table decorations only if they are contained by a hurricane shade or water base. All areas used must be restored to original condition. Items on the church walls (artwork, notices, etc.) **MUST NOT** be removed or altered without permission of the Event Manager. **UUFCO does not allow glitter, helium balloons or fog machines.** Throwing of confetti, rice, glitter, birdseed, imitation flower petals, etc. is prohibited. Natural flower petals may be used during the Renter's event; Renter must clean up immediately following use.

MUSICAL INSTRUMENTS

Renter must have permission to use any of the church's musical instruments. Never place anything (including papers) on top of any UUFCO piano (even with its cover on) or on piano benches. Renter may bring in their own instruments; if electric, please confirm with Event Manager.

_____ Initials

LIGHTING

UUFCO is well-lit by skylights during daylight hours and by energy-efficient lights at night. Groups that require special lighting equipment must make arrangements prior to the event. No lighting equipment may be installed under any circumstances without prior authorization.

SMOKING

Smoking is not permitted in any part of the church building. Smoking is only allowed in the designated smoking area outside the loading bay.

EVENT PROMOTION

All posters, fliers, announcements and advertising for your event must include a contact phone number from your organization, not UUFCO office number. The event location must be listed as **Unitarian Universalist Fellowship of Central Oregon** on all event promotion materials. UUFCO is not to be listed as an "Event Center".

ENVIRONMENTALLY FRIENDLY PRACTICES

To help make our community a healthier place to live and work, UUFCO supports and encourages environmentally friendly practices. Our staff will provide a water station for your event and Renter is encouraged to use UUFCO's in-house inventory of glassware, flatware and china. Bottled water and single use disposables of plastic and/or "compostable" materials are not allowed on premises. Paper napkins may be used. Composting of food waste and recycling of glass, cans, and paper products is required. UUFCO has limited trash capacity. If trash from an event exceeds our capacity, Renter will be required to remove excess trash.

NOISE

Noise must always be kept within acceptable limits so as not to disturb neighbors. Renter must comply with city ordinance forbidding noise after 10 p.m. and before 7 a.m.

AMENITIES

Guest Wi-Fi: Access is available but may not be used to view inflammatory, explicit, or offensive material. Please arrange for use in advance with the Event Manager.

Coffee Service: Coffee and tea service, including mugs, creamer, and a variety of sweeteners, is available for \$10.00 per pot. Please arrange in advance if coffee is needed. A host may be required (see "staffing" below).

SANCTUARY STAGE FURNISHINGS

Stage furnishings in the Sanctuary may be moved only by UUFCO and only after arrangements have been made **in advance** with the Event Manager.

WEATHER

In case of inclement weather (ice, snow, flooding, or fire) the Event Manager will confer with the Renter to determine if the event can proceed safely as scheduled.

ANIMALS

No animals, except for service animals, are permitted in the building unless authorized by the Event Manager. No animals are permitted in the kitchen area.

_____ Initials

PARKING

UUFCO provides onsite parking free of charge for 86 cars. Check with the Event Manager if additional parking will be needed.

PAYMENT INFORMATION

FEES

50% of the estimated total rental fee is required to hold the space for the event. Final fees must be paid 30 days in advance of the function. UUFCO accepts checks and approved credit cards (Visa, Mastercard, Discover) for payment. Make checks payable to the Unitarian Universalist Fellowship of Central Oregon (UUFCO). Credit card payments will incur a 3% additional charge to cover credit card processing fees. If a payment fails to clear, this Agreement may be cancelled at the sole discretion of the Event Manager.

REFUNDABLE SECURITY DEPOSIT

A security deposit is required to cover any damages, loss, additional services and/or overtime use fees following the event. Renter will be billed for any damages, etc. in excess of that deposit. Payment of such billing is due on or before 10 days following receipt of such billing. In the event any suit or action is required to be undertaken to collect such sums, the prevailing party in any such action or suit shall be entitled to recover its attorney fees as part of its costs. If there are no damages, etc. the security deposit will be mailed back to Renter within thirty (30) business days after the date of the event.

CANCELLATIONS

If the event needs to be cancelled for any reason, please notify the Event Manager as soon as possible. You will be refunded a percentage of the fee deposit received according to the following schedule:

85 days or more:	100% of fee deposit minus \$100
57 to 84 days (8 – 12 weeks):	50% of fee deposit
29 to 56 days (5 – 8 weeks):	0% of fee deposit
0 to 28 days (4 weeks):	Full payment is required.

STAFFING

MINISTER

UUFCO is available for weddings and celebration of life services, including those with no formal religious affiliation. The current minister of UUFCO is available for officiating. Renter may use their own officiant; however, Renter must have a conference with the UUFCO minister.

EVENT HOST

An event host will be assigned to the event for the duration of the event. The event host will be available to unlock/lock the building and answer any questions that may arise. The event host is provided free of charge, however in the event the rental timeframe is exceeded, the event host will be billed at \$25 per hour.

KITCHEN HOST

If Renter or Renter's caterer would like to use UUFCO's commercial kitchen and/or use of UUFCO flatware, china, and glassware, a UUFCO-provided kitchen host must be present. The kitchen host is billed at an hourly rate of \$25/hour; schedule will vary depending on the size and length of the event. Please abide by all rules and procedures relating to the operation of any kitchen equipment.

_____ Initials

AUDIO/VIDEO SYSTEM

UUFECO's AV system is available only under the supervision of one of UUFECO's team members. There is a \$35 fee to use the AV. Sanctuary AV use requires an AV technician. Sanctuary AV is provided at an hourly rate of \$30/hour.

MUSIC

Our pianist is available at an hourly rate.

JANITORIAL FEES

Janitorial fees will be included in the event quote and are based upon the event's size and building use. Janitorial fees are billed at an hourly rate of \$35/hour.

SET-UP AND BREAKDOWN OF TABLE AND CHAIRS

Set-up and breakdown of UUFECO tables and chairs is the responsibility of the Renter. As an optional service, Renter may pay an additional fee to have UUFECO staff set-up and breakdown tables and chairs for the event. The cost of this service is based on the event's needs.

LEGAL

ALCOHOL USE

Beer, wine and spirits are allowed on the premises if the following requirements are met: Renter must be 21 or older. No alcohol may be made available to anyone under the age of 21. Non-alcoholic alternatives and food must always be made available. Service and consumption of alcohol is limited to inside the UUFECO (excluding the RE rooms) and the outdoor patio. Renters serving alcohol must obtain liquor liability insurance listing the UUFECO as additionally insured. Renters must have an OLCC server card holder present to oversee the service of alcohol. Some events may require an OLCC temporary license. If Renter plans to serve alcohol, UUFECO will review the requirements with Renter. UUFECO follows all Oregon Liquor Control Commission ("OLCC") guidelines. The service of alcohol to minors will immediately terminate Renter's event with no refunds provided.

NON-ASSIGNMENT

Neither this Agreement or any benefit conferred to Renter herein may be assigned or otherwise transferred by Renter to any third party without the express written consent of UUFECO.

FIRE REGULATIONS

Renter must observe all city fire regulations while using the building. ADA and fire escape egresses must be maintained. If Renter intends to alter the set-up of any room, Renter is required to submit a floor plan in advance to Event Manager.

PERSONAL LIABILITY

A Rental Agreement may be entered into by people 18 years of age or older, unless alcohol is being served, and then Renter must be 21 years of age or older. The party binding this Agreement must be present during the entire rental period. Renter is legally responsible for activities in and around the facility during use, including damage to the facilities or injury to participants. Renter must provide a certificate of \$2 million general liability insurance per occurrence, listing UUFECO as an additional insured. If alcohol is to be served, Renter must provide an additional rider stating that alcohol will be served on the liability insurance. **Renter will be billed for any damages, loss, additional services and/or overtime use in the event of exceeding agreed upon timeframe.**

_____ Initials

HOLD HARMLESS AGREEMENT

Renter agrees to accept full responsibility and shall hold UUFECO, its officers, board of trustees, and employees harmless from all claims, damages or liability incurred by or asserted against Renter by any other party as a result of Renter’s activities or the activities of Renter’s guests, employees, licensees or invitees upon the premises during the rental period. This shall include all costs and attorney fees incurred by UUFECO in defense of all such claims, damages or liabilities.

OPTIONAL FEES

In the event you wish to use any of the optional services set out in this Agreement, please contact the Event Manager for an up-to-date fee schedule for such services.

ATTORNEY FEES

In the event any suit or action is brought to enforce, cancel or in any way defend UUFECO from liability arising out of this Agreement, UUFECO shall be entitled to recover as part of its costs its reasonable attorney fees incurred in any such action, suit or defense of any claim.

I understand the foregoing rules and will assume responsibility for all guests, attendees, and service providers.

We will be serving alcohol and will provide additional liquor liability insurance. We understand we must serve food with alcohol.

We will be serving food.

RENTER

Signed

Print Name

Organization and Title

Date

UUFECO

Signed

Print Name

Event Manager
Title

Date

_____ Initials