

**UNITARIAN UNIVERSALIST FELLOWSHIP OF MANHATTAN**  
**BUILDING RENTAL AGREEMENT**  
(Revised May 2010)

The Unitarian Universalist Fellowship of Manhattan (UUFM) makes its facilities available on a fee basis to members and non-members. Use of the building is subject to the following rules:

1. All rentals must be approved by the Building Use chair.
2. Rental date and time must be approved by the Fellowship Administrator.
3. Permission must be obtained from UUFM in order to serve alcoholic beverages.
4. No red wine or colored beverages which might cause stains may be served in carpeted areas.
5. Firearms, illegal drugs or substances, and/or other hazardous materials may not be brought on to Fellowship property.
6. All UUFM property shall be protected from damage or loss and returned to its original location and condition prior to leaving the premises. All trash, garbage, and any other discarded material must be removed from the building and placed in trash cans outside the building.
7. Nothing may be attached to the walls.
8. Renters will be responsible for any and all damages, liabilities, and litigations as a result of their use of UUFM property. UUFM is not responsible for accidents, injuries, thefts, or other losses to any individual or organization.
9. A \$100 security deposit will be given to UUFM's representative prior to use of the building or issuance of a building key.
10. Renters will not imply any sponsorship by, or association with, UUFM in public or private news releases, advertisements, promotions, etc.
11. No activities or individuals will be permitted on UUFM property between 12 am and 6 am local time, without specific permission from UUFM.
12. Renters will wash and put away any dishes or kitchen equipment used.
13. Renters will lock all doors and windows when leaving and return thermostats to original level.
14. Renters will report any problems or irregularities to UUFM.

## RENTAL FEE SCHEDULE

(Revised May 2010)

**I. Large Sanctuary and Narthex.** The Large Sanctuary has 125 fabric covered chairs. Metal folding chairs may be added to increase seating to approximately 145. There is a PA system, and digital projector available. Ideal for weddings or memorial services.

1. Members - \$50/day, plus \$100 security deposit or letter of financial responsibility\* for damages submitted to Building Use Committee
2. Non-members - \$100 (four hour minimum), plus \$25/hour for each additional hour over four hours, up to a maximum of \$200 for full day use totaling eight hours or more, plus \$100 security deposit

**II. All Purpose Room (Inez Alsop Sanctuary).** The All Purpose Room is available for meetings and other general use. There are approximately 60 metal folding chairs and tables available that can be set up. Fees are on a per day basis:

1. Members - \$10, plus \$100 security deposit or letter of financial responsibility\* for damages submitted to Building Use Committee
2. Non-members - \$35, plus \$100 security deposit

**III. Kitchen Facilities.** Use of kitchen facilities is available for an additional fee, when renting the Large Sanctuary, All Purpose Room, or other rooms at the Fellowship. The kitchen is equipped with a sink, refrigerator, stove, dishwasher, microwave, and a 100 cup coffee maker. Fees are on a per day basis:

1. Members - add \$10 to total rental fees
2. Non-members - add \$35 to total rental fees

**IV. Multiple Room or Full Building use by special arrangement.** Multiple areas of the Fellowship building, or the entire building, may be rented for larger events such as weddings, and for events requiring uninterrupted use without distraction from other scheduled activities. Full building use is available only on dates when other activities are not previously planned or scheduled by the Fellowship or Fellowship sponsored groups. Fees will be based on total fees specified above for each area of the building:

1. Members - \$100 security deposit or letter of financial responsibility\* for damages submitted to Building Use Committee, plus total fees for desired areas up to a maximum of \$70 for full building use for the entire day
2. Non-members - \$100 security deposit, plus total fees for desired areas up to a maximum of \$270 for full building use for the entire day

\* *Fellowship members who rent facilities may submit a one-time letter to the Building Use Committee, stating that they agree to be financially responsible for any damages, including abnormal cleaning, caused by their use. If the Executive Board accepts this agreement it will be kept on record for future rentals.*

**RENTAL CONTRACT**  
(Revised April 2005)

Name of group or organization: \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Date for building use: \_\_\_\_\_ Time for building use: \_\_\_\_\_

Brief description of activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rental fee agreed on: \_\_\_\_\_

Any special conditions agreed on: \_\_\_\_\_

\_\_\_\_\_

Security Deposit Amount (separate check): \_\_\_\_\_

Please sign below and date:

Responsible party	Date	Building Chair/UUFM Rep	Date
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**Make CHECKS PAYABLE to: Unitarian Universalist Fellowship of Manhattan**