



**James Reeb Unitarian Universalist Congregation (JRUUC)  
2146 E. Johnson Street, Madison WI 53704**

### **RENTAL AGREEMENT AND BUILDING USE GUIDELINES**

Renters must complete and sign a Building Use Agreement and Building Use Guidelines. Copies shall be provided to the user with the originals on file at JRUUC. A Rental Use Agreement is required even if there is no fee charged. A security deposit may also be required even if there is no rental fee charged.

#### **Rental Information**

Organization or Renter Name:	
Name/description of event:	
Room(s) desired:	
Date(s):	
Begin and End Time:	_____ AM/PM to _____ AM/PM
Anticipated Number of Participants:	
Rental Term: If long term, what are the effective dates of the rental contract?	LONG / SHORT _____ to _____
Will the event have food?	YES / NO
Will the event be serving alcoholic beverages? If yes, does the renter have alcohol liability insurance? If yes, and the event has 75 or more guests, has the renter hired a licensed bartender?	YES / NO YES / NO YES / NO
Does the renter require the use of audio-visual equipment? If yes, please describe.	YES / NO  _____ _____
Will a designee of the renter receive AV training, or does the renter require a JRUUC volunteer to operate the equipment? (circle one)	RENTER DESIGNEE / JRUUC VOLUNTEER

<p>Name of JRUUC AV technician or trained event designee providing AV:</p> <p>Date AV training completed and with whom (JRUUC AV technician):</p> <p>See attached sheet for AV training and use fees.</p>	<hr/> <hr/>
<p>Rental fee (see attached fee schedule):</p> <p><i>*These rates apply to this contract only. The JRUUC Board of Trustees reserves the right to negotiate or waive fees and to adjust rental rates on an annual basis. Please keep negotiated rates confidential.</i></p>	<p>\$ _____</p>
<p>Security deposit (see attached fee schedule):</p> <p><b>Please write a separate deposit check. JRUUC keeps the deposit until after the event. If the rooms are left clean &amp; undamaged with all the furniture put back, JRUUC will return or shred the deposit check.</b></p>	<p>\$ _____</p>
<p>Other notes pertaining to this contract:</p>	

### **Building Use Guidelines**

#### **Room Setup**

After your event, please reset the rooms as they were when you arrived, unless the Office Administrator has discussed other possibilities.

Renters are responsible for the cleanup and removal of all decorations. Toys in children's classroom must be replaced in their original condition. Nursery toys must be washed. Any excessive cleaning or damages will be deducted from the security deposit or billed if necessary. If an event clean-up requires that JRUUC hire professional cleaners, the renter will be responsible for the corresponding fees. Renters must reimburse JRUUC for the cost of any JRUUC property that is broken or stolen during the rental.

#### **Audio Visual Equipment**

The sanctuary is equipped with audio visual equipment available for renter use with an additional fee. In order to use the AV equipment, the renter must either have a trained JRUUC volunteer present at the event, or have a member of the renting organization attend an AV training. The JRUUC volunteer trainer will notify the office administrator when the training has been completed. There may be a charge for AV training and an additional security deposit for use of the equipment. Failure to properly use the AV equipment as described in the training

will result in rescinding AV use privileges or termination of the rental contract and/or withholding all or part of the security deposit.

## **Parking**

There is a city parking lot next to the building with two-hour parking on weekdays until 6 pm. Parking is available on Johnson Street, Fourth Street and on Dayton and Mifflin Streets. Renters may also use the private JRUUC parking lot behind the building. The driveway to the JRUUC parking lot is at the far end of the city parking lot.

## **Reservations, Deposits, and Cancellations**

All room use fees, security deposits, and building use agreements are due no later than 14 days prior to the event (if applicable).

If the renter cancels within 14 days of the event, they will forfeit 50% of the room rental fee. JRUUC will return the entire security deposit.

The security deposit will be returned to the person/business listed on the Building Use Agreement by the JRUUC Office Administrator, no later than 21 days after the event, along with an explanation of any deductions or additional fees required.

## **General Rules and Regulations**

1. The lobby and bathrooms are considered common areas and must be left accessible to other groups/individuals using the facility.
2. Local fire and safety regulations shall be observed, particularly in relation to not blocking any doors or exits.
3. There are four thermostats: two in the Sanctuary, one in the lobby, and one for the back of the building. Adjust the temperature with the up and down arrows only. Do **not** put the temperature on hold because it means Permanent Hold. Please readjust the temperature to the posted settings upon leaving the building.
4. Smoking and vaping is not permitted on the JRUUC premises at any time — inside the building or in outside areas.
5. For events that include food:
  - a. All tables and chairs must be wiped off and cleaned. Supplies are located in the kitchen.
  - b. All cardboard boxes must be broken down and all recyclables placed in identified containers.
6. Trash, compost and recycling: renters are responsible for taking out the trash. Our tan trash cart is outside the building along the west wall near the front of the building. Please fill one cart completely before using an empty one. For recycling, please follow the city of Madison's recycling rules. Currently paper, cardboard, glass, plastics 1-7, aluminum cans, and metal cans can be recycled, **but must be clean and dry. Containers with any food in them cannot be recycled.** Paper plates and napkins

cannot be recycled. If you fill the inside recycling container, please empty it into the green cart outside the building. Compost should be put into the compost bin at the far corner of the parking lot.

7. The renter who signs this contract must be on premises for the duration of the event and will be held responsible for the conduct of their guests.
8. The use of nails, screws, tape, tacks or other fasteners is strictly prohibited on any wall, door, ceiling or other surface. Painters tape is allowed to affix decorations. Magnetic hooks are acceptable for hanging crepe paper and twinkle lights from steel beams.
9. Storage of any equipment or other belongings is not permitted without prior authorization of the JRUUC Board of Trustees. JRUUC is not responsible for any equipment or belongings left at the building.
10. renters are responsible for the cleanup and removal of all decorations. Any damages will be deducted from the deposit or billed if necessary. If extra work is required to return the space to its original condition, the renter may be charged an additional fee.
11. All candles must be in a holder, not placed directly on surfaces.
12. Children must be supervised at all times.
13. JRUUC reserves the right to end any event or facility use if these rules and guidelines are not followed.
14. ALL guests should be respectful of surrounding neighbors and keep outside noise to a minimum and amplified music to a reasonable level. All amplified music must end by 10:00 P.M. in consideration of our neighbors.
15. Renters may access the building by obtaining the code to the lockbox on the exterior of the building and temporarily using the key to lock and unlock the building. The key must be returned to the lockbox after each use. By request, renters may instead check out an individual key (and complete a key agreement and provide a key deposit).
16. Alcoholic Beverages
  - a. JRUUC does not allow alcohol at church-sponsored events.
  - b. The consumption of alcoholic beverages is permitted during scheduled non-church-sponsored rental events; however no alcohol is allowed at any teen or youth events.
  - c. Renter **must** have alcohol liability insurance to cover alcohol being served.
  - d. **Sale** of alcoholic beverages is not allowed and is subject to penalty; charging an entry fee, selling tickets, selling cups or asking for beverage donations where alcoholic beverages are served constitutes sale and is not allowed.
  - e. Serving of alcoholic beverages must end by 9:00 PM Sunday through Thursday and 10:00 P.M. Friday and Saturday.
  - f. JRUUC requires that a licensed bartender be hired for events of 75 or more persons where alcohol is served.
17. Leaving the building: Be sure that all water faucets are turned off completely. **You must check to make sure that all five outer doors are locked.** All five doors open with the same key. **JRUUC has a “Last to Leave Procedure” located to the left of the front door. The renter is required to observe this procedure in order to assure building is secured properly when vacating premises at end of event.**
  - a. **Front door** (south side of the building) -- When the front bar is sticking out, this door is locked. Check this from the outside.

- b. Door **from the Sanctuary to our private parking lot** (west side). Auto-locks when closed tightly
- c. Door **from the storage area to our private parking lot** (north-west) Auto-locks when closed tightly
- d. Door **from the hallway to the city parking lot at the end of 4<sup>th</sup> Street** (east side); Auto-locks when closed tightly. Check this from the outside.
- e. Door **from the Staff Office to the parking lot at the end of 4<sup>th</sup> Street** (east side) –This door auto-locks when closed tightly. Check it from the outside.

**Rental Agreement**

**I have read and agree to follow these guidelines.**

We (the renting organization/individual) will follow the policies of JRUUC for using the building. We will leave the building in its original condition, or we will reimburse JRUUC for all costs of cleaning and repair. Original condition includes putting all furniture back in their original positions and returning all AV equipment to the required settings (covered in the AV training and listed in the manual). We will report all damage or breakage. We personally guarantee compliance and payment for our group.

We understand JRUUC does not provide insurance. We agree that we will pay for any injury to anyone attending our activity and that we will pay for any damage to anyone or anything caused by anyone who attends our activity. We will indemnify and hold JRUUC harmless from any such loss.

**Event contact person/responsible party:**

Print name: \_\_\_\_\_

Role in organization (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_