## UUCT Rental Checklist and Agreement Event Date: Approved:

Total Rental Fees: \$	Name: Event Dat	e: Approveu:
- Total Rental Fees: \$ - 25% Due upon Approval \$ - 50% Payment \$ Due:   /   - Final Payment \$ Due:   /   - Cleaning Deposit: \$250 (Sanctuary only)   - Clean in the foyer above the credenza (behind board)   - The sanctuary thermostat is located on the wall near the cabinets and service window.   - Coare fire extinguishers, AED and First Aid kits and the coard of the wall near the cabinets and service window.   - Coare fire extinguishers, AED and First Aid kits and the coard of the wall near the cabinets and service window.   - Clean the credenza (behind board)   - The sanctuary thermostat is located on the wall near the cabinets and service window.   - Coare fire extinguishers, AED and First Aid kits and the capture of the foyer above the credenza (behind board)   - The sanctuary thermostat is located on the wall near the cabinets and service window.   - Clean in the capture of the wall near the cabinets and service window.   - Clean the cabinets and service window.   - Clean the cabinets and service window.   - Clean in the capture of the wall near the cabinets and service window.   - Clean the cabinets and service wi	Fees:	Event Set up:
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• 50% Payment \$		
<ul> <li>Final Payment \$_Due: _/</li></ul>	• 50% Payment \$ Due: / /	
Cleaning Deposit: \$250 (Sanctuary only)   Cleaning Deposit: \$255 (Sanctuary only)   Key deposit \$15 per key / # of keys     Sound System (Check with staff for fees and additional requirements before use*)   Clergy support requested TBD \$     \$50 tuning fee if grand piano is moved     (On-site staff TBD - Sanctuary after 6 p.m.)   Rental Liability Insurance (Min. \$1Million):     Liability Policy Certificate of Insurance     Liquor Liability Insurance (Min. \$1Million):     Date certificate(s) attached to Rental Agreement:     Facility keys picked up:     Facility keys returned:     Facility keys returned:     Facility keys returned:     Sto charged per key if not returned by:   /       Facility keys returned:     Sanctuary/Kitchen/Veranda/Mem. Garden     Room L		
Cleaning Deposit: \$25/\$50 (other noms)   Key deposit \$15 per key / # of keys   Sound System (Check with staff for fees and additional requirements before use*)   Clergy support requested TBD \$   Sound System (Check with staff for fees and additional requirements before use*)   Clergy support requested TBD \$   Sounding fee if grand piano is moved   On-site staff TBD - Sanctuary after 6 p.m.)   Clengy support requested TBD \$   Sounding fee if grand piano is moved   On-site staff TBD - Sanctuary after 6 p.m.)   Clean Liability Insurance (Min. \$1 Million):   Liability Policy Certificate of Insurance   Liquor Liability Insurance Rider (if serving alcoholic beverages at event - see MPP)   Date certificate(s) attached to Rental Agreement:   Staffix   Sounding System (Staffix   Sounding System (Staf		
Other Fees:  Sound System (Check with staff for fees and additional requirements before use*) Clergy support requested TBD \$ Cloreys support requested TBD \$ Clored sharts and empty them safely after your event. (No butts on ground) Close ashtrays and empty them safely after your event. (No butts on ground) Close tire extinguishers, AED and First Aid kits Coccate fire extinguishers, AED and First Aid kits Accommodations and Requests:  Smoking is allowed outdoors away from the buildings. Provide ashtrays and empty them safely after your event. (No butts on ground) Use birdseed or bubbles instead of rice or confett/streamers for any celebrations.  Place beer kegs outside in appropriate areas away from buildings. Provide ashtrays and empty them safely after your event. (No butts on ground) C		
Other Fees:  Sound System (Check with staff for fees and additional requirements before use*)  Clergy support requested TBD \$  Storm of the grand plano is moved (On-site staff TBD - Sanctuary after 6 p.m.)  Rental Liability Insurance (Min. \$1Million):  Liability Policy Certificate of Insurance Liquor Liability Insurance Rider (if serving alcoholic beverages at event - see MPP)  Date certificate(s) attached to Rental Agreement:  Facility keys picked up:  Facility keys returned:  Storm of grounds near facilities/parking lots Sanctuary/ Kitchen/Veranda/Mem. Garden Room L Room L Room C Bathrooms (Upper complex)  Bathrooms (Upper complex)  Bathrooms (Sanctuary)  Other Room(s)  Dishware/glassware/utensils  Fridge, stove, dishwasher, microwave Playground areas  Food items in fridge, cabinets, or shelves  Prink/service items (coffee, sugar, etc.)  Flower arrangements  Office equipment/copier services  The sanctuary thermodsat is located on the wall near the cabinets and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Locate fire extinguishers, AED and First Aid kits and service window.  Smoking is allowed outdoors away from the buildings, Provide ashtrays and empty them safely after your event. (No butts on ground) Use birdseed or bubbles instead of rice or confettly. Streamers for any celebrations.  Place beer kegs outside in appropriate areas away from buildings (not in Memorial Garden).  Use drop cloths or containers under indoor beverage tables to protect floors or carpets from applywhere on the grounds.  Do not release any balloons in sanctuary or from anyw		
Other Fees:   Sound System (Check with staff for fees and additional requirements before use*)     S50 tuning fee if grand piano is moved     (On-site staff TBD - Sanctuary after 6 p.m.)     Rental Liability Insurance (Min. \$1Million):     Liability Policy Certificate of Insurance     Liquor Liability Insurance Rider (if serving alcoholic beverages at event - see MPP)     Date certificate(s) attached to Rental Agreement:     Facility keys picked up:     Facility keys picked up:     Facility keys returned:     S15 charged per key if not returned by:     Facility keys preturned:     S15 charged per key if not returned by:     Facility keys preturned:     Use of grounds near facilities/parking lots     Sanctuary/Kitchen/Veranda/Mem. Garden     Room L	= ney deposit 410 per ney / " of neys	
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Use drop cloths or containers under indoor beverage tables to protect floors or carpets from spills.  Access to Buildings: Codes for keyless entry: Facility keys picked up: Facility keys picked up: Facility keys returned:  Stanctuary from anywhere on the grounds. Onsite use of Styrofoam items is discouraged.  Clean up Duties:  INCLUDED in Rental Agreement: Sanctuary/Kitchen/Veranda/Mem. Garden Room L Room C Bathrooms (Upper complex) Bathrooms (Sanctuary) Other Room(s) Fridge, stove, dishwasher, microwave Playground areas  EXCLUDED from Rental Agreement: Piano(s) (Need Music Director approval) Linens Piano(s) (Need Music Director approval) Linens Piano(s) (Need Music Director approval) Disposable paper/plastic service items Office equipment/copier services  Used frop cloths or containers under indoor beverage tables to protect floors or carpets from severage tables to protect floors or carpets from spills. Do not release any balloons in sanctuary or from anywhere on the grounds. Onsite use of Styrofoam items is discouraged.  Clean up Duties:  Bispose of leftover ice in an area that does not damage plants or property. Recycle/remove all empty drink containers. Remove leftover drinks/items from premises. Remove leftover food/items		•
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