

# Church Rental Contract

Today's date \_\_\_\_\_

## Unitarian Universalist Church of Bloomington-Normal

1613 E. Emerson  
Bloomington, IL 61701  
Phone: 309 - 828-0235  
FAX: 309 - 828-6715  
Email: office@uubn.org

Renter \_\_\_\_\_  
Nature of Event \_\_\_\_\_  
(Group) \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Email \_\_\_\_\_

### RENTAL FEE

Date: \_\_\_\_\_  
Fee per session: \$ \_\_\_\_\_

### Equipment Use per Event

\_\_\_ TV/VCR  
\_\_\_ Piano  
\_\_\_ Tables (how many)  
\_\_\_ Chairs (how many)  
\_\_\_ P.A. System—AV Booking  
form must be completed  
\_\_\_ Easel  
\_\_\_ Other \_\_\_\_\_

Are you charging money for the event? \_\_\_\_\_

Will you be serving alcohol? \_\_\_\_\_  
Do you have social host liability insurance? \_\_\_\_\_

If you are serving alcohol, and charging for the event, you MUST obtain social host liability insurance. Otherwise, you cannot serve alcohol on the UUBN premises.

### Extra rentals

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

### Rental Space Requested

\_\_\_ Fell Room  
\_\_\_ Kitchen  
\_\_\_ Fell Room & Kitchen  
\_\_\_ Sanctuary (non-wedding)  
Classroom(s)  
\_\_\_ #1 (Stevenson Library)  
\_\_\_ #3 (Irvin Room)  
\_\_\_ #4 (Nursery)  
\_\_\_ #7 & #8 (Walker Room)  
\_\_\_ #9 (Children's Library)  
\_\_\_ #12 (Bradley Room)  
\_\_\_ Outside Lawn  
\_\_\_ Parking Lot  
\_\_\_ B1  
\_\_\_ B2  
\_\_\_ B3  
\_\_\_ B4  
\_\_\_ B5

### Payment's Made

Jan. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Feb. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Mar. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Apr. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
May \_\_\_\_\_ Check #/cash \_\_\_\_\_  
June \_\_\_\_\_ Check #/cash \_\_\_\_\_  
July \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Aug. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Sept. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Oct. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Nov. \_\_\_\_\_ Check #/cash \_\_\_\_\_  
Dec. \_\_\_\_\_ Check #/cash \_\_\_\_\_

### CHECKLIST FOR SET-UP/CLEAN-UP

\_\_\_ Clean rental space and leave it as you found it.  
\_\_\_ Place all garbage/trash in the outside dumpster by garage.  
\_\_\_ Close and lock all windows at the end of the event.  
\_\_\_ Thermostats should be returned to the "run program" setting.  
\_\_\_ Turn off all lights including the bathroom lights if you are the last group in the building.  
\_\_\_ Lock the outside doors if you are the last group to leave.  
\_\_\_ Report any problems such as breakage, rug stains, leaks, etc. to the office.  
\_\_\_ Return the front door key to the office to get deposit returned.

**NO AMPLIFIED SOUND/MUSIC IS ALLOWED ON CHURCH GROUNDS.**

Acknowledged by \_\_\_\_\_

**NOTICE: IF ANY EVENT PUBLICITY IS TO BE DISSEMINATED—THE CHURCH'S ADDRESS MAY BE INCLUDED AS THE EVENT LOCATION. THE CHURCH'S NAME MAY NOT BE USED IN ANY FORM WITHIN THE PUBLICITY OR ADVERTISING. Acknowledged by: \_\_\_\_\_**

**IN THE EVENT OF A FUNERAL OR SCHEDULED UU CHURCH EVENT, YOU MAY BE REQUIRED TO RE-LOCATE TO ANOTHER ROOM, OR RE-SCHEDULE YOUR EVENT.**

**RENTAL GROUPS ARE RESPONSIBLE FOR THEIR DAMAGE TO THE UU CHURCH PROPERTY!**