



Facility Rental Agreement and Fee Schedule

Rental Information

Purpose of Event _____ Start Date _____
Date Needed _____ Number of Attendees/Guests _____
Start Time _____ AM/PM End Time _____ AM/PM
Organization's Name _____
Organizer's Name _____
Address _____
City _____ State _____ Zip _____
Contact Phone _____ Alternate Phone _____
Fax _____ Email _____

We're honored that you've chosen to host your activity/event at Unity of Gainesville, Florida. We're blessed by your presence here, and we truly appreciate your working with us to maintain and care for our property and grounds. We strive to make each rental a blessed experience for all parties. Therefore, we provide the following policies and guidelines.

Policies and Guidelines

1a. Payment Policies – One-Time Rentals

- ❖ A deposit of half the total rental fee is required with a signed contract to reserve date.
- ❖ Final payment must be paid in full on or before the day of the event.
- ❖ Facility use is hourly, unless otherwise determined and specifically noted.
- ❖ Deposits are refundable in full up to three (3) weeks prior to the event. After that date, only half of the deposit is refundable.

1b. Payment Policies – Recurring Rentals

- ❖ The total rental payment for each month is to be paid on or before the 5th of the month.
- ❖ Receipt of payment will be provided if requested.
- ❖ If a key is issued, an additional, refundable \$25 key deposit will be assessed. Keys are not transferable to any party other than the authorized responsible person. Failure to comply with this request may terminate the rental agreement.
- ❖ Recurring rentals will be relocated to the best of Unity of Gainesville, Florida's ability during holy days, such as Christmas Eve, Christmas Day, New Year's Eve, Ash Wednesday, Maundy Thursday, Good Friday and World Day of Prayer, and/or for other special events or concerts.

8801 NW 39th Avenue, Gainesville, FL 32606
Church Office: (352) 373-1030 - E-mail: unitygvl@gmail.com
Website: www.unitygainesville.org
FB: Unity of Gainesville, Florida

2. Rental Fees

	Room (w/Capacity)	Hours Used	Hourly Rate	Fee	Refundable Damage Deposit	Total Fees
<input type="checkbox"/>	Sanctuary (150)		\$75.00		\$300.00	
<input type="checkbox"/>	Gathering Room, Deck & Kitchen (75)		\$65.00		\$200.00	
<input type="checkbox"/>	Nursery (5)		\$20.00		\$50.00	
<input type="checkbox"/>	Unikids-Unitots Classroom (15)		\$30.00		\$50.00	
<input type="checkbox"/>	Uniteen Classroom (10)		\$25.00		\$50.00	
<input type="checkbox"/>	YOU Classroom (18)		\$25.00		\$50.00	
<input type="checkbox"/>	Parking Lot (up to 44 spaces & field area)		TBD based on event		\$300.00	
<input type="checkbox"/>	Rose Garden and Field (50-150)		\$40.00		\$100.00	
<input type="checkbox"/>	Playground (30)		\$40.00		\$100.00	
<input type="checkbox"/>	Piano		\$25.00		\$100.00	
<input type="checkbox"/>	TV, VCR		\$40.00		\$100.00	

3. Administrative Service & Staffing Fees

	Services/Staff	Hours Used	Hourly Rate	Fees
<input type="checkbox"/>	Sexton/Service Coordinator		\$35.00	
<input type="checkbox"/>	Sound Technician		\$35.00	
<input type="checkbox"/>	Facility Cleaning Fee		\$35.00	
<input type="checkbox"/>	Rehearsal/Practice Fee		\$35.00	
<input type="checkbox"/>	Key Required		\$25.00 (Refundable)	
<input type="checkbox"/>	Set-Up/Take-Down Fee		\$35.00	
<input type="checkbox"/>	Proof of Insurance Provided		N/A	

- ❖ Requirements for a Service Coordinator (for events such as recitals, concerts, weddings, memorials, christenings, etc.) are determined on a case-by-case basis, depending on the day and time of use.
- ❖ Ministerial fees are to be arranged with the Minister and are paid separately to the Minister as agreed upon.
- ❖ Assistance with arranging for musicians can be provided, based on event and availability. Musicians are to be paid separately.

Total Fees: Rental: _____

Administrative: _____

Grand Total: _____

4. Building/Grounds Use Policies

1. No beverages other than water may be taken into the sanctuary.
2. The sanctuary piano may not be moved or used without express written permission. Nothing is to be placed or stored on top of the piano.
3. The sanctuary altar and podium are not to be used or touched without express written permission and prior agreement. Any damage to these items will be deducted from the damage deposit. Upon request, a Unity of Gainesville, Florida approved coordinator may move the altar and/or podium.
4. The audio system may only be operated by a Unity of Gainesville, Florida approved operator. Any damage to the church's audio equipment will be deducted from the group's damage deposit. If in excess, renter will be billed for excess damage.
5. Computers, copiers or any other of the church's technology may only be used with prior agreement.
6. Renter is responsible for the cost of any damages beyond the amount of damage deposit.
7. All lights and fans (including in the bathrooms) are to be turned off, and air conditioning/heat which has been adjusted is to be reset to the designated levels (80° in summer for a/c; 65° in winter for heat).
Thermostat Locations: Sanctuary, to the left and right of sanctuary doors; Gathering Room, under the clock; Classrooms, hallway between Unikids room and Nursery; YOU room, on back wall by Exit.
8. Rental of the kitchen does not include any utensils, supplies, flatware, cups, or glassware; we request that renters provide these items for their events.
9. Trash and recycling are to be placed in designated receptacles in the kitchen, then bagged and taken outside to the trash can.
10. Doors to the sanctuary and classrooms are to be closed. Outside doors are to be secured and closed at the end of use. Please ensure that the front door is securely double-locked if you are the last person out of the building.
11. Rental of specific rooms does not preclude Unity of Gainesville, Florida from using other space or allowing other groups to do so when renter is in the building.
12. Rental fees do not cover the setting up and taking down of tables and chairs. Please return any furniture which has been moved to its original location.
13. The renter is responsible for leaving the area in a clean condition and all things returned to their proper places. Cleanup, pickup, and straightening are the renter's responsibility so that another scheduled event may follow without additional preparation. If the kitchen is used, please ensure that the floor and counter surfaces are clean and ready for its next use.
14. Amplified sound, additional electrical requirements, and special lighting must be arranged in advance.
15. No art work or signs may be removed from the walls. No signs, banners, posters or notices may be affixed to walls, floors, or ceilings with nails, staples, tape or any other substance. Easels may be provided for posting signs.
16. Use of Unity of Gainesville, Florida's sound system, as well as furniture in areas other than that which is specifically rented must be prearranged.
17. A rental fee is charged for rehearsals & set-ups/take-downs outside the rental time of the primary event.
18. Children must be under adult supervision at all times including in playground areas, and renters are responsible for damages caused by children.
19. Smoking is not permitted anywhere on Unity of Gainesville, Florida property.
20. No rice, birdseed, glitter, confetti, flower petals or tobacco products may be scattered or thrown on the grounds or in the buildings.
21. All facility renters are required to comply with all local, state and federal statutes and regulations.
22. Unity of Gainesville, Florida reserves the right to refuse rental to any individual or group without explanation.
23. All advertising for events held at Unity of Gainesville, Florida will designate the sponsor's name and use the phrase "Held at Unity of Gainesville, Florida, 8801 NW 39th Avenue, Gainesville, FL 32606."
24. Disregard of any of these policies may void these terms and necessitate immediate dismissal of the group, suspension of this rental agreement, and forfeiture of deposit(s).

5. The following conditions apply *before* the facility can be secured for rent:

- ❖ All forms must be completed, signed and returned.
- ❖ The required deposit must be received.
- ❖ All required conditions must be agreed upon by Unity of Gainesville, Florida and the responsible party.
- ❖ Facility access arrangements must be made and agreed upon in advance.

6. Waiver and Release of Liability

In consideration of the agreement extended to “Renter” by Unity of Gainesville, Florida, hereafter called “Owner,” for the use of the facilities owned by Owner, under terms as outlined herein, I, on behalf of Renter, its heirs, executor(s), administrator(s), and/or assigns hereby waive, release and forever discharge any and all claims, demands and any causes of action for damages which Renter may at any time have against Owner, its members, ministers, trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by Renter, its members, guests and invitees during or as a result of Renter’s use of said facilities, including, but not limited to, personal injuries and property damages.

Further, Renter is advised to purchase their own event insurance. Renter shall list Owner, Unity of Gainesville, Florida as Additional Insured with Waiver of Subrogation on their General Liability policy and provide proof of such coverage by providing Owner a copy of a certificate of insurance. Renter shall defend, hold harmless and indemnify Owner from any and all claims, causes of action and lawsuits arising out of Renter’s use of said premises, including the incursion of attorney’s fee and court costs as a result of the defense of any such claim, cause of action or lawsuit by “Owner.”

I have read, understand and agree to abide by Unity of Gainesville, Florida’s Rental Agreement Policies and Guidelines.

Renter Signature: _____ Name Printed: _____

Name and Title of Unity of Gainesville, Florida Witness:

Date: _____