

UCG Building Regulations and Rates

Persons renting the facilities of Unitarian Congregation of Guelph (UCG) agree to the following:

1. **Liability:** The Renter shall indemnify and hold harmless the UCG and any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims of expense arising out of the use and / or occupation of the property belonging to The Unitarian Congregations of Guelph (UCG) and any of its officers, employees, servants, agents, contractors volunteers, except to the extent that such loss arises from the independent negligence of UCG. UCG will not be responsible for any property left on the premises by Renter, its officers, employees, servants, agents, contractors, volunteers or members. The Renter hereby agrees to waive all rights or subrogation or recourse against UCG with respect to the use of occupation by the Renter of the premises described in this Agreement.

UCG assumes no liability for any injuries incurred during the use of these facilities. The renter is responsible for ensuring they obtain suitable third party coverage (including bodily injury and property damage) for the event. A copy of insurance is to be provided at time of final payment.

UCG is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.

2. In the case of **ongoing use**, such as weekly or monthly rental of facilities, UCG reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the group, with the exception of a congregational or building emergency.

3. The Renter must notify the UCG Office of any **cancellation** in advance.

4. The renter may only use those facilities (other than washrooms), which are identified in this Agreement. Only equipment specified in the agreement may be used.

5. **Children** may be present only in the direct care of responsible adults. They must never be left unattended on the premises at any time.

6. **Hours of Use:** The specified times asked for, and agreed upon, will be strictly adhered to at all times. All arrangements are for the current year only and must be renewed annually. Music must stop by 10:00pm.

7. **Smoking anywhere indoors is prohibited at all times.** Smoking is only allowed outside the building beyond 3 meters of any door. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in cleaning surcharge.

8. **No animals are allowed in the building** unless the animal is a registered as service animal. Exemptions maybe granted by the Board and will be assessed on a case-by-case basis.

9. There shall be **no gambling** of any form on, or within UCG premises.

10. The use of **alcoholic beverages** on the premises is prohibited without prior approval in writing and an accompanying alcohol license for the event. All evidence of service and consumption of liquor shall be immediately removed as of the expiry of the license. No drinking is permitted outside of the building.

The renter must take all unused liquor, wine, or beer and empty returnable mix bottles before leaving the premises of UCG. If said liquor, wine, beer or empty returnable mix bottles are not removed it shall become the property of UCG and the renter will lose the booking deposit.

11. **No food or beverages** are permitted in any lobby, hallways, or the Sanctuary – food or beverages may only be consumed in the Sunshine Room.

12. Posted traffic and parking directions and signs must be strictly observed. **The fire lanes adjacent to the church must be kept clear at all times.**

13. **Decorating Policy:** Nothing may be attached to the wall, chairs, ceiling, windows, or floors that might cause damage. All decorations and personal property must be removed. No tape, tacks, pins, staples. Confetti, sparkles, glitter, or rice are not allowed.

14. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a **fire hazard** are prohibited.

15. **UCG musical instruments**, including, but not limited to the piano in the sanctuary may not be used for any purpose by anyone other than the Music Director without the express written permission of the Music Director. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use piano bench for anything other than its intended purpose. Renters may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind inflicted during use of the building.

16. **At the conclusion of each event**, upon leaving the building, you must make certain that the premises are left “as found”.

- All lights and appliances are off.
- All doors are locked.
- Garbage generated from use and trash containing food stuffs must be removed from the property. Note: coffee grounds are disposed in the green garbage bin, not the sink.
- The room is returned to its condition before the event, including the arrangement of furniture
- The floor is swept.
- All eating and food preparation surfaces are washed clean.
- All dishes or other kitchen items are washed, dried, and put away.
- No food items are left on the premises.

Any subsequent clean up required by the custodian will be assessed to the renter at the rate of \$40.00/hr.

17. **Damages:** Renter will be responsible for all damages caused during activity. Groups using the building will be expected to assume responsibility for reasonable care of the property. Lack of cooperation in this regard may result in cancellation of Agreement. Repair or replacement related to damage to the building and /or equipment and any damage to furniture or fixtures will be paid for by the renter.

Rental Rates

The rates apply to the entire occupancy time, not just the event time frame. Renters need to include set up and clean up time clearly in their application.

The rent includes use of the Sanctuary and/or Sunshine Room.

Rates:

\$ 50 for the first hour and \$15 per hour after that.

(Example: 1 hour = \$50, 2 hours = \$65, 3 hours = \$80.)

Full-day rental (8 hours) = \$150

Wedding: \$ to be determined in consultation with the Chaplain

Damage Deposit: \$ 200 minimum depending on rental. (Check to be held, not cashed.)