

Unity in the Heart of Austin

RENTAL AGREEMENT

2801 S. IH 35, Suite 110, Austin, TX 78741 (512) 364-0039

Please read the front and back of this agreement and complete the form on the front page. Please leave the agreement in the office in box or give to the senior minister at least one week before your event. This rental is for use of the sanctuary, with access to the kitchen, restrooms and one (1) classroom for staging and storing event materials. If your event only requires the use of a classroom please speak with the minister about fees.

Today's Date: _____ Organization: _____ Name of Event: _____ Type of Event: _____ Date and Time: _____	Primary Contact Information: Name: _____ Address: _____ _____ _____ Phone: _____ E-mail: _____
Rental options (check one): Members of UHA and non-profits _____ \$300 - full day rental (9 hour maximum*) _____ \$ 50 - hourly rental for _____ hours** \$ 25 - refundable cleaning deposit \$ 15 - refundable kitchen cleaning deposit Non-Member and for-profits _____ \$500 - full day rental (9 hour maximum*) _____ \$ 75 - hourly rental for _____ hours** \$ 50 - refundable cleaning deposit \$ 25 - refundable kitchen cleaning deposit Staff Fees Please speak with our minister if you will need staff to help you with your event. There may be a lock and unlock fee if the event is outside business hours.	Payment accepted: Major credit cards, local check or cash. Credit Card Number _____ Expiration Date _____ Security Code _____ (3-digits on back) Cardholder's Name _____ Address _____ City _____ Zip Code _____ Make checks payable to Unity in the Heart of Austin . Do not give cash to anyone without a receipt!
* Rental times must be no earlier than 8 AM and no later than 10 PM. Greater than 9 hours is base plus hourly rate. ** Includes setup, breakdown and cleaning time. <u>Additional fees</u> may be assessed for excessive soiling or stains, odors, building damage, etc. <u>Equipment fees</u> may be assessed for use of the audio and video system. The equipment must be operated by a person approved by the minister.	
I have read and agree to the terms of this rental. (Signature of Primary Contact/responsible party)	_____
Staff Approval (circle one, initial and date)	Yes No _____
Senior Minister's Approval Signature and Date for Unity in the Heart of Austin	_____

Additional Terms of This Rental Agreement:

- ✦ A full refund of all deposits and fees will be made in the event that cancellation is made no less than two (2) business days before the event. Prorated refunds may be made in the event the cancellation occurs within two (2) business days of the event.
- ✦ All or part of your deposit may be withheld if the conditions of rental listed below are not fulfilled.
 - **Unity in the Heart of Austin observes an alcohol-free policy. NO ALCOHOL.**
 - To reduce wear and tear, as well as cleaning costs, the following items may not be used at your event:
 - ✓ Food (except light snacks)
 - ✓ Confetti (paper, rice, plastics, etc.)
 - ✓ Soil, gravel, sand and other ground materials from outdoors
 - ✓ Candles (if candles are required as part of a ceremony please get the minister’s approval in advance)
 - Following the event:
 - ✓ Return all equipment, furniture, dishes, kitchen utensils and other materials to their original locations.
 - ✓ Clean up. Cleaning equipment and supplies are available (cloth and paper towels, broom and dustpan, general purpose cleaners, extra garbage bags, etc.) ✓
 - ✓ Turn off all lights.
 - ✓ Do a final inspection to ensure all items are in their proper location and no personal items are left behind.
- ✦ Thermostat – Select Run schedule and fan to Auto. If needed use the up / down buttons to set the temperature.
- ✦ **Unity in the Heart of Austin will not be responsible for accidents inside or outside of the building** that result in injury, illness, or death. (A limited amount of first aid supplies are in the kitchen.)
- ✦ **Please read and sign the liability disclaimer on the following page.**

Building Access Addendum:

The renter has been given a key to gain access into the building (members only):	Yes No
The renter has been given access to the alarm system and understand how to use it (members only):	Yes No

To Be Completed After the Event:

Amount of deposit returned and date. If full deposit not returned, provide brief explanation.	Amount of deposit returned: _____ Date deposit returned: _____
Keys returned to UHA designee? If returned, date:	Yes No
Renter’s alarm system code reset? If yes, date:	Yes No

**WE HOPE YOUR EVENT IS A SUCCESS. THANK YOU FOR YOUR
CONSIDERATION IN HELPING US CARE FOR AND MAINTAIN
OUR FACILITY.**

LIABILITY DISCLAIMER

Liability Disclaimer for the rental of Unity in the Heart of Austin facility on:

_____ by _____
Date Name of organization or individual

Unity in the Heart of Austin does not provide liability insurance for the protection of individuals, groups, organizations, businesses, spectators, or others who may participate in this rental. In consideration for your participation in said rental the individual, group, organization, business, spectator, or other, does hereby release and forever discharge Unity in the Heart of Austin, and its officers, board, and employees, jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in this rental. This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or state providing substance that release shall not extend to claims, demands, injuries, or damages which are known or unsuspected to exist at this time, to the person executing such release, are hereby expressly waived.

I hereby agree on behalf of my heirs, executors, administrators, and assigns, to indemnify Unity in the Heart of Austin and its officers, board and employees, joint and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in this rental. It is further understood and agreed that said participation in this rental is not to be construed as an admission of any liability and acceptance of assumption of responsibility by Unity in the Heart of Austin, its officers, board, and employees, jointly and severally, for all damages and expenses for which the Unity in the Heart of Austin, its officers, board and employees, become liable as a result of any alleged act of the lessee.

Name of Organization or Individual (renter): _____

Name of Primary Contact (Print) : _____

Address of organization or individual:

Primary phone: _____

Primary email: _____

Signature: _____

Date: _____