

UNITY COMMUNITY CHURCH RENTAL AGREEMENT

2682 Union Avenue
San Jose, CA 95124
(408) 377-7555 email: wingsong@pacbell.net
website: www.unitysanjose.org

Contact Name: _____
Group Representing: _____
Address: _____
Day Phone: _____
Email: _____
Description of Event: _____
Date of Event: _____
Actual Event Time: from _____ until _____
Time span of rental (set-up, event and clean-up):
from: _____ until: _____
Number of people attending _____ Age group _____

RENTAL FEES:

Security Deposit: (to be refunded within 30 days of event, upon satisfactory completion of contract.)

- () Key Deposit (Refundable): _____
- () Sanctuary: _____
- () Fellowship Room: _____
- () Fellowship Room and Kitchen: _____
- () On Site Staff Fee: _____
- () Security Deposit (Refundable): _____
- () Winter Heating Fee: _____

Total Due: _____

1st payment: _____ received on _____ check no. _____
Balance Due Amt: _____ by (Date & Time) _____
Contact Person _____

For Church Office use only:

Rental Deposit should be refunded to : _____ Amount of refund \$ _____

Notes: _____

FACILITY USE AGREEMENT:

- Unity Community Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Unity principles and values.
- All decorations, staging, and equipment must be broken down and removed immediately following event.
- Renters who expect more than 20 people must obtain General Liability Insurance of at least \$1,000,000 in which the Unity Church is listed as “additional insured” party. You must provide the church office with a certificate of Insurance prior to the event. Doors will not be opened if the office does not receive the certification.

TERMS AND CONDITIONS

- NO SMOKING on church property at any time.
- NO FOOD OR BEVERAGES in the sanctuary. Any damage, cleaning or replacement costs due to food or beverage will be the responsibility of the renter. Renters: Please be mindful of food in the sanctuary...let those attending your event know that there is NO food or drink allowed !!!!
- The kitchen is to be left clean – all garbage and recyclables are to be removed from the building immediately after any function. Failure to do so will result in the renters paying for garbage removal.
- The Renter is responsible for set-up and break-down for all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Facilities Use Committee.
- At the conclusion of the event, the rental party must sign a completed clean-up checklist.

DAMAGE ASSESSMENT:

Damage to church property caused by the renter, any contractor, or employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.

We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use church property and to remove any property brought into the church when the rental period is over.

Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract.

Approved by Unity Community Church

Applicant _____ Date _____

For Unity Church _____ Date _____

Please make Rental fees payable to: "Unity Church." A 50% non-refundable deposit is due at the time of your reservation. The balance of all fees is due no later than two weeks after your event.