

**HERITAGE UNIVERSALIST UNITARIAN CHURCH**

2710 NEWTOWN ROAD  
CINCINNATI, OH 45244  
(513) 231-8634  
HUUCOffice@yahoo.com

RENTAL AGREEMENT

Name / Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Rental Use: \_\_\_\_\_

Rental Dates(s) and Time(s): \_\_\_\_\_

Rooms To Be Used: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

A refundable deposit of \$100, will be required to reserve space and enter an event on the calendar. This deposit will be refunded after an inspection ascertains that no additional cleaning or repairs are needed and the key has been returned, normally in 30 days or less.

**Full rental fee must be made to the Church Administrator during regularly scheduled office hours at least 30 days prior to the event.**

Deposit received on \_\_\_\_\_ by \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

Rental fee received on \_\_\_\_\_ by \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

**IT IS EXPLICITLY UNDERSTOOD THAT THE FOLLOWING LIST OF GUIDELINES HAVE BEEN READ, UNDERSTOOD AND AGREED TO.**

**GUIDELINES**

- 1) The facility being used will be left as it was found, that is, clean and undamaged with everything returned to its place. As there is no custodian, the Host is responsible for his or her own set-up and clean-up. If the kitchen is rented, silverware and china may be used but must be cleaned and put away before leaving. Trash must be disposed of in the outside receptacles provided. The throwing of rice or confetti is specifically discouraged. Any decorations should be completely removed. Clean up of any residue will be handled by a custodial service for which there will be an additional charge. It is specifically expected that the costs of repairing any damage will be borne by the Host.
- 2) The Host will ensure that all present will practice a good neighbor policy in regard to loud noise, disturbances or unruly behavior. Any music or amplified sound will be expected to be played at a volume low enough as to not disturb our neighbors and not be played after 12:00 Midnight.
- 3) The Host will allow the use of alcoholic beverages only with the greatest care and discretion. No alcohol will be sold on the premises nor served to anyone under the age of 21. Any unruly or dangerous behavior or any damage or harm resulting from their use is completely the responsibility of the Host.
- 4) The use of the piano, organ and/or sound system will be first coordinated with the staff of Heritage. **UNDER NO CIRCUMSTANCES SHALL THESE INSTRUMENTS BE MOVED.**
- 5) The Host shall ensure that the facilities and property remain smoke-free.
- 6) No food or beverages will be taken into the sanctuary.
- 7) The grounds of Heritage are not included in the rental except for the parking area. No parking is allowed on the grass.
- 8) The Host agrees to provide Heritage with proof of valid and current liability insurance, in the amount of \$1 million. The Host will maintain a liability policy for the duration of the lease and shall provide Heritage with advance written notice of any change in the policy.
- 9) Heritage shall not be liable for damages, if any, sustained by the Host because of unavailability of the premises at the indicated terms due to causes not under control of Heritage.
- 10) Heritage makes no warranties regarding the condition of the premises or their suitability for the purposes of the Host.
- 11) Heritage reserves the right to use the rented space at any time; i.e. Church activity, wedding/reception, elections, etc. Heritage will provide adequate notice to the Host when the space is needed by Heritage and therefore not available for their use.

- 12) The Host will provide Heritage with written or email notification at least one week in advance of any change in the schedule. If cancellation is received less than one week prior to the event, the deposit will be forfeited.
- 12) The Host agrees to indemnify and save harmless Heritage and its trustees, officers, employees, agents and volunteers from and against any and all claims, actions, awards, judgments, settlements, damages, liabilities, and expense of whatever nature, to the extent caused by the negligent or willful misconduct of the Host or any of its agents.
- 13) For us, the members of Heritage, this is a sacred space and we ask that you treat it as such.

**ACKNOWLEDGEMENT AND AGREEMENT OF PARTIES TO ACCEPT ABOVE STATED EXPECTATIONS:**

**SIGNATURES:**

HOST: \_\_\_\_\_ DATE: \_\_\_\_\_

HERITAGE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_