



### Rental Agreement

Rental Request Date: \_\_\_\_\_

Contact Info: \_\_\_\_\_  
(First) (Last)

Organization: \_\_\_\_\_

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

Org. Phone: ( ) \_\_\_\_\_ Personal Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Circle area(s) to be rented: Fellowship Hall/Gallery Sanctuary Kitchen

Basement Classrooms

Times (includes set-up & clean-up) Start: \_\_\_\_\_ End: \_\_\_\_\_ Total Hrs.: \_\_\_\_\_

Estimated TOTAL number of people at event (including staffing): \_\_\_\_\_

Renter Representative for walk-through at beginning and end of event: \_\_\_\_\_

Signed Walk-through check sheet (attached):  Pre-event check done  Post-event check

Payments Rec'd	Due Date	Amount	Date Rec'd	Processed By:
Rental Fee Deposit				
Security/Damage Deposit				
Remaining Rental Fee Balance				
Additional Fees (if Required)				
Unity Staff @ \$20/hour/pp				

Credit Card on File: \_\_\_\_\_

Term and Conditions of Rental Agreement (next page)

### Renter Responsibilities:

Unity Church of Wichita is pleased to be able to offer the use of our building to members and non-members in our community. The following guidelines have been established to ensure the well-being of the building and those who use it. All Rentals/Usages subject to the following terms where Unity Church of Wichita is referred to herein as “Unity” and the party entering into contract is referred to as “Renter.”

RENTER is responsible for the facility, is expected to prevent abuses of the facility and to enforce facility rules and regulations, *including maximum capacities*. The Unity Representative may close an activity that poses a threat to the safety of the participants or the facility.

RENTER is responsible to ensure that the time requested in the rental agreement includes **all** the time needed for the event, which includes set up time of tables, chairs, decorations, caterers, and entertainment, plus cleanup and vacating the building.

RENTER is responsible for designating a person to meet with the Unity Representative for a walk-through inspection prior to the commencement of the event/rental, and at the conclusion of the event/rental.

### Cleaning and Security/Damage Deposit Refund:

The RENTER is responsible for cleaning up after the event within the time allotted in the rental agreement. This includes placing all trash except the bathroom trash in the trash bags provided by Unity, and placing the filled bags in the parking lot dumpster. Unity encourages recycling, and has provided a green dumpster for single stream recycling. A sign on the kitchen bulletin board details the items and condition of those items to be placed in the green dumpster.

### Hold Harmless:

The RENTER hereby agrees to save, secure, and hold harmless Unity and its employees against claims of action, liability, judgments, costs, and expenses, including attorney fees. The undersigned certifies that he or she accepts responsibility on behalf of the participants for any damage or theft sustained by Unity because of the occupancy of said premises.

### Decorations:

All decorations must be attached and used in a manner that does not harm or permanently affect the building furnishings, building interior, building exterior, and/or grounds. **Use of glue, nails, tacks, or staples is strictly forbidden.** Low-tack masking tape or painter tape may be used to hang decorations. No tape of any kind may be used on the floors anywhere. **Only floating-in-water, tea light, pillar, or votive candles (all in suitable holders to catch wax) may be used as table centerpieces. NO taper candles** are allowed, except for flame transfer use and in lighting Unity or Altar candles during ceremonies such as weddings. Battery-operated candles may be used on all surfaces and in windows. **NO use of balloons is allowed in**



**the sanctuary.** No use of incense, confetti, bubbles, glitter, lavender, birdseed, rice or any other thrown/tossed object(s) is allowed INSIDE the facility, with the exception of a wedding bouquet and/or garter. Birdseed is allowed OUTSIDE the building. If the RENTER has not abided by this policy, the cost of cleanup will be withheld from the Security/Damage deposit. If the cost to Unity for cleanup exceeds the Security/Damage deposit, the RENTER will be billed for the remainder.

The Piano(s) are not to be moved without the prior consent of Unity. Any movement of the Piano(s) must be overseen by the Unity Representative. RENTER is liable for any damage(s) or injury sustained by unauthorized moving of said Piano(s).

#### **Sound System and Electrical Equipment:**

Use or modification of the sound system and accompanying equipment by the RENTER is strictly prohibited. **Only an authorized Unity employee is allowed to use or modify the sound system**, and will be responsible for any needed moving, plugging in or unplugging.

#### **Kitchen Access and Use:**

If being rented, the RENTER will be responsible for designating a person(s) to be instructed in the use of the kitchen and/or equipment. The RENTER may not have access to or use of the Kitchen until said instruction has been completed. Unauthorized use of the kitchen area and/or equipment will be assessed against the Security/Damage deposit.

The Unity Kitchen has enough plates to serve 40 people, enough (unmatched) flatware to serve 80, as well as coffee mugs, salt-and-pepper shakers. Linen tablecloths and napkins are available for the cost of professional laundering, \$10 per tablecloth and \$10 per dozen napkins. Unity has available 7 oblong tables (seat 6-8), and 11 round tables (seat 8) plus a total of 84 stacking chairs. Renter may use Unity's Culligan Coffee Service for a cost of \$5 per pot.

#### **Room/Area Use:**

RENTER will only access/enter/utilize the room(s) and or area(s) that have been specifically rented in the Rental Agreement. NO permission is given to use Unity supplies and materials found anywhere inside or outside the building, with the exception of those supplies specifically provided to the RENTER for cleanup. The bathrooms will be adequately stocked before the event. Any unauthorized use of supplies and materials will be assessed against the Security/Damage deposit.

#### **Smoking:**

The entire interior of the building is designated NO SMOKING/NO VAPING. RENTER must notify all event participants of the No Smoking/No Vaping policy and be responsible for cleaning up any outside smoking debris not placed in the smoking receptacles. If the RENTER has not abided by this policy, the cost to Unity for cleanup will be withheld from the Security/Damage deposit. If the cost to Unity exceeds the Security/Damage deposit, the RENTER will be billed for the remainder.



**Children:**

Young children must always be under the supervision of an adult (18 years or older). If childcare is required for the Event, RENTER must use a licensed child care worker from Unity of Wichita at a cost of \$20/hour.

**Animals:**

NO animals of any kind are permitted inside the building/facility, with the exception of Service Animals. RENTER assumes responsibility for the Service Animals with regard to damage to the building/facility, interior, exterior or grounds. Any damages will be assessed against the Security/Damage deposit and/or billed to the RENTER.

**Rental Payment Schedule:**

Payment schedule will vary, depending on how far in advance the event is scheduled. See below.

**If EVENT DATE is 10 days or less from date of Rental Request:** Payment is due in full, including Damage/Security deposit, within 48 hours of Rental Request.

**If EVENT DATE is less than 60 days from date of Rental Request:** Security Deposit is due within 48 hours of Rental Request, and full rental fee is due two weeks after Rental Request date.

**If EVENT DATE is more than 60 days from date of Rental Request:** Security Deposit is due within 48 hours of Rental Request. First half (50%) of rental fee is due 2 weeks after Rental Request. The remaining half (second 50%) of rental fee is due 2 weeks **before** the EVENT DATE.

**Security Deposit:**

The amount of Security Deposit is 25% of the total rental fee amount, due no later than 48 hours after the Rental Request Date. This 25% is NOT part of the total rental fee. It is a separate amount held in good faith to ensure the terms of the rental agreement are met. Should no damages or additional unpaid-for-costs arise from the rental, the full Security Deposit will be returned to the RENTER.

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**Signature of Renter**

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**Date**

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**Signature of Unity Representative**

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**Date**