

Second Unitarian Church of Omaha

3012 South 119th St, Omaha, NE 68144 Phone: 402-334-0537 Email: Info@2uomaha.org

Building Rental Agreement

We are delighted that you are using us for your event! Rental of Second Unitarian Church of Omaha’s buildings/facilities may be requested by all individuals and groups that are compatible with our Unitarian Universalist values. We are committed to provide our facilities to support the greater community.

You are responsible for communicating all information/requirements to your party, family members, and service providers including florists, caterers, musicians, and photographers. Be aware that the payment of fees for services rendered by any third parties associated with your activities should be made directly to those individuals and are not a component of this contract.

This agreement is a legal contract. Please read and understand all provisions prior to signing. Our goal is for you to have an enjoyable, safe, and memorable events. This agreement will help ensure that you and others will have facilities to use in the future.

This Agreement is between Second Unitarian Church of Omaha and the individual or organization listed below (hereafter referred to as “Renter”):

Primary Contact:			
Organization:			
Mailing Address:			
Email Address:			
Work Phone:		Cell Phone:	

EVENT DETAILS:

Event Day/Date(s) & Times requested:	
Area of Use:	
Purpose of rental:	

RENTAL FEE(S):

Rental Fee:	
Due on:	
Security Deposit:	\$200 – refunded at end of contract if no damages incurred

TERMS OF USE:

- Second Unitarian Church and Renter **both** reserve the right to cancel for any reason with at least 30 days' notice.
- The name of Second Unitarian Church is not to be used in any way that would indicate church sponsorship of the event.
- Any illegal activity is prohibited and cause for immediate cancellation of agreement.
- Security/door key code will be provided to Renter. The security code will be programmed for limited use between 2:00 – 10:00 pm on Mondays & Tuesdays. (Note if rescheduling a lesson, the key code will need to be temporarily adjusted in advance.)
- Renter is responsible for “false alarm” charge incurred if security system is not disarmed appropriately by Renter. Security system is not to be bypassed.
- Upon leaving, check that all is in order: chairs aligned, trash removed, lights turned off, doors locked, and the security system armed. Please ensure no one remains in the building before arming. Renter will be instructed on key code use and contact information for urgent needs.
- Use of the piano allowed. Piano is not to be moved.
- Food and drinks are allowed, utilizing Renter’s own supplies. No drinks or food near the piano.
- Alcohol, firearms, lit candles, smoking and vaping are not permitted anywhere in the building.
- Premises are to only be used for activities listed in the above event details: no other business can be conducted and cannot be sublet. Entry into church offices is prohibited.
- Sanctuary capacity is 120 and not to be exceeded.
- Bringing in any large equipment or furniture must be approved in advance.
- Use of projector and other technical equipment of Second Unitarian requires preapproval.
- No alterations to the building can be made without permission. No items are to be removed from walls and no items may be attached to the walls.
- Fire extinguishers are located by the front door and in or near the pulpit. AED (Automated External Defibrillator) is located across from the upstairs restrooms. If used, contact the church office so that it may be prepared for future emergency use. Renters are encouraged to review an online AED instructional video to be prepared for its use.
- Renter shall notify Second Unitarian office administrator or Board member promptly with any additional concerns.
- Other: _____

REQUIRED ATTACHMENTS:

- Certificate of Insurance with Second Unitarian Church of Omaha named as an Additional Insured.
- Hold Harmless Agreement, signed and notarized.

I am authorized to sign this agreement on behalf of the Renter listed above and, as such, agree to the terms of this agreement.

Authorized renter’s acknowledgement:

Signed Name			
Printed Name			
Position		Date Signed:	
Email			
Phone (day)		Phone (evening)	

Second Unitarian Approval By: *Board of Trustees Chair or Vice Chair*

Signed Name			
Printed Name			
Position		Position	
Email			
Phone (day)		Phone (day)	

Renter Emergency Contacts:

Name			
Position		Phone	
Email			

Name			
Position		Phone	
Email			

KEY CODE ASSIGNED: _____