Second Unitarian Church of Omaha - Facility Rental Application

This rental application is for a:

☐ New rental ☐ Change of an existing rental agreement

If requesting a recurring rental, provide additional details (frequency, duration, etc) on a separate page. You will be contacted to discuss your specific needs for a customized agreement.

Event:			
Organization (if applicable):			
Date(s):		**Appx # of Participants:**	
Time required (include set-up/clean-up):			
Area(s) required:	☐ Upstairs/sanctuary ☐ Downstairs		
Items required:	☐ Chairs ☐ Tables ☐ Coffee pots ☐ Piano ☐ AV/projector		
Contact information:	Name:		
	Address:		
	City, state, zip:		
	Phone:		
	Email:		
	Position (if applicable):		

Renter agrees (please initial each):

____ 1. The name of Second Unitarian Church is **not** to be used in a way that implies church sponsorship of the event.
____ 2. The facilities shall be used solely for the purpose described.
____ 3. Church facilities must **not** be used for any illegal activities.
____ 4. Set-up and clean-up are the responsibility of the renter and included in rental hours.
____ 5. Firearms, lit candles, smoking or vaping are **not** allowed.
____ 6. Alcohol is **not** allowed, except by renters who are church members for personal events.
____ 7. Church sanctuary capacity of 120 is **not** to be exceeded.
____ 8. Kitchen is not commercial grade, so is **not** available for rental use per government regulations.
____ 9. Bringing in any large pieces of furniture or equipment must be approved in advance.
____10. The coffee pots upstairs may be used. Grounds must be removed, pots rinsed, and ready for their next use following the event.
____11. The grand piano is **not** to be moved. Playing is allowed with pre-approval.
____12. Nothing may be removed from or attached to the walls. Exception is paper or posters that are attached only by use of non-marring, removable adhesives, such as painter's tape. Such items must be removed immediately following the event.
____13. Entry is **not** allowed into church offices, classrooms, or nursery
____14. An outside officiant for events such as weddings or memorial services, must be approved in advance by the Minister of Second Unitarian, or by the Board Chair or Vice Chair if the Minister is unavailable.

Fee	Description	Rate	Your Total:
Rental Rates (non-members)	4 hours or less	$150	
	Additional cost per hour	$25/hour, not to exceed $100	
Rental Rates (members)	No rental fee for memorial services or weddings/commitment ceremonies		$0
	Flat $50 fee for personal gatherings such as graduation or birthday celebrations		
	Business-related events are at the same rate as non-members above		
Security Deposit	Security deposit will be returned to the renter following the event(s) if the premises are restored to order with tables away, trash removed, there is no damage, and no additional cleaning required.	$200	$200
Hourly Event/ Technology Host:	Required for building security and to assist with locating items. Event host is *not* required if a church member is a participant in the event.	$60 for 4 hours or less; $25 per hour over 4 hours	
Officiant (Second Unitarian Minister)	This fee is determined at the minister's discretion.		
		Total due:	

Submit:

- ☐ Notarized Hold Harmless Agreement. *Not required for memorial services or wedding/ commitment ceremonies, member personal events without alcohol.* (forms for individuals and organizations below)
- ☐ Certificate of Insurance naming Second Unitarian Church as an additional insured, This is available from the renter's personal or business-related insurance carrier, or professional organization. *Not required for memorial services, wedding/commitment ceremonies, or member personal events without alcohol.*
- ☐ Check(s) for total fees, including security deposit. Minister's fee on separate check.
- ☐ Special requests (furniture, recuring rental, etc.)

I have read and agree to the conditions above and am authorized to sign on behalf of the organization listed above (if any).

Signature: _____ Date: _____

Fees Paid: $_____ Security deposit paid by separate check? Yes __ No __ Date: _____

Approved by: _____ Date: _____
To be approved by Board of Trustees Chair or Vice Chair

Assigned key code (if required): _____

Security deposit returned/refunded: $_____ Date: _____ If withheld, reason: _____

Second Unitarian Church of Omaha

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

Church Facility Usage and Hold Harmless Agreement – for individuals

I the undersigned, resident of the city of _____ , state of _____ shall be using the building and grounds of **Second Unitarian Church of Omaha** (hereafter the "Church") on the dates listed below for the purpose of _____(hereafter referred to as the "Activity.")

I understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned, or participants and guests, invited or not. Rather, I agree that I alone shall be responsible for any property damage, personal injury or death that may occur during the use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all fixtures in the activity, I release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of participation in any form or fashion in the Activity.

I have general liability insurance with coverage limits of $_____ in effect as of the date of the Activity. I agree to name the Church as an additional insured on the general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I further state that I understand the terms herein are contractual and not mere recital; and that I have signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I signed it.

Dates of rental: _____

I have executed this Church Usage and Hold Harmless Agreement this ____ day of _____. 20____

Printed name: _____ Title (if applicable): _____

Signature : _____ Date _____

NOTARY SIGNATURE: _____ DATE: _____

NOTARY SEAL:

Second Unitarian Church of Omaha

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Church Facility Usage and Hold Harmless Agreement – for organizations

I, the undersigned authorized representative of _____ (hereafter the "Organization") of the city of _____ , state of _____ shall be using the building and grounds of **Second Unitarian Church of Omaha** (hereafter the "Church") for the purpose of _____ _____ (hereafter referred to as the "Activity" on the date(s) listed below.

I understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use the facility, building and grounds as well as all appliances and fixtures in the activity, I release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of our participation in any form or fashion in the Activity.

I represent that our Organization has general liability insurance with coverage limits of $_____ in effect as of the date of the Activity. I agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I further state that I am authorized to sign this agreement; that I understand the terms herein are contractual and not mere recital; and that I have signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I signed it.

Dates of Rental: _____

I have executed this Church Usage and Hold Harmless Agreement this ____ day of _____. 20____.

_____ (ORGANIZATION NAME)

Authorized Representative: Print name: _____ Title: _____

Signature _____ Date _____

NOTARY SEAL: _____ *(Notary Signature)*

Facility Rental Policy & Building Rental Application Form

Policy Owner: Board of Trustees *Revised 09/18/2024*

Second Unitarian Church welcomes rentals for individuals and organizations whose values are compatible with those of the Unitarian Universalist Association and our congregation. Sharing our space is considered a service to our community and provides a source of fundraising toward fulfilling our church mission. Rentals may be for one-time or recurring events. One-time rentals may be approved by the Board Chair or Vice Chair. Recurring rentals must be approved by the full Board of Trustees. Any exceptions to this policy require approval from the Board of Trustees.

Procedure:

1. Prospective Renters contact the Office Administrator by phone (402-334-0537) or email (info@2uomaha.org) regarding available dates and times.
2. If desired dates and times are available, the Office Administrator may refer the prospective Renter to the rental application on the 2U website. The Office Administrator will notify the designated person handling rentals (Board Chair, Vice Chair, or their designee) and if available, forward the application to them. That person will follow up with the Renter to discuss/clarify details such as intended use, technical and other needs, logistics, and fees.
3. The prospective Renter submits to the church office:
    - Completed and signed Building Rental Application Form (attached)
    - Notarized Hold Harmless Agreement (one for individuals and one for organizations are attached)
    - Certificate of Insurance naming *Second Unitarian Church* as an 'additional insured.' This certificate is available from the applicant's personal or business-related insurance carrier, or professional organization.
    - Check(s) for the rental fee, any additional fees, and security deposit. If there is no damage or excessive cleaning required following the event(s), the security deposit will be refunded to the Renter (or a check specifically for the security deposit returned if not deposited.)
4. If approved, the Building Rental Application Form is signed by the Board Chair or Vice Chair. The original form will be filed in the church office and a copy given to the Renter.
5. If an Event or Technology Host is not required, the Chair, Vice Chair, or Office Administrator will contact the appropriate Technology or Building & Grounds committee person to assign a key code to the Renter. This key code should be programmed for limited date/time access. The Renter will be instructed on its use by the Office Administrator or a designated member of the church.
6. The Chair or Vice Chair notifies the Office Administrator of confirmed rental dates to place on the church calendar.
7. Following the event, if the Renter has left the premises adequately clean, in order and without damage, the security deposit is to be refunded (or check returned) promptly. If the security deposit is withheld for cost of extra cleaning or damages, inform the Renter. Document status of security deposit (refunded or withheld) on the application and file in the church office under 'rentals-past.'

Event Host: Event Host is a church member who opens and closes the facility and is on site to answer questions. The Event Host will be on site for the entire length of the rental. An Event Host is not required for Renters who are church members. The Event Host may be omitted for recurring rentals at the discretion of the Board of Trustees. Duties include:

- Answering questions, providing information and assist in locating items
- Setting thermostats
- Monitor severe weather alerts; direct participants to emergency exits/storm shelters if needed
- Knowledge regarding location and use of fire extinguishers and AED
- Know who and when to call in case of urgent needs or emergencies
- Facilitate proper set-up and clean-up by Renter

Technology Host: The Technology Host is a church member who provides technology functions (e.g. sound, camera, Zoom.) The Technology Host may also fill the role of Event Host. The Technology Host may be omitted for recurring rentals at the discretion of the Board of Trustees.

For Recurring Rentals:

1. A member of the Board of Trustees or their designee will discuss specific needs of the Renter to negotiate a customized rental agreement to be approved by the full Board of Trustees. Recurring rental agreement template available on 2U website: Forms | Second Unitarian Church of Omaha (2uomaha.org)
2. In addition to the conditions listed in the general Building Rental Application Form, this agreement should include:
    a. Terms of cancellation by Renter or Second Unitarian Church, such as a 30-day notice
    b. Responsibilities of security key code use, e.g.:
    "Renters must not attempt to enter the building without disarming the security system and they must not attempt to bypass the alarm system. Any resulting violation charge assessed by the fire department will be charged to the Renter."
3. Following appropriate Renter orientation and instruction, Event/Technology hosts are generally not required.
4. The Board Chair or Vice Chair will notify the account manager of the church's insurance carrier of the recurring rental and email them copies of the rental agreement, hold harmless agreement, and the certificate of insurance. Note that a small premium increase may be incurred.
5. When a Renter's contract has ended:
    a. The insurance company should again be notified, as there may a reduction in the premium
    b. Refund the security deposit to the Renter if conditions have been adequately met

Please note: The Hold Harmless Agreement and Certificate of Insurance are required by the insurance carrier of Second Unitarian Church. They are NOT required in the following instances:

- Personal event rentals by church members when alcohol is NOT served
- Memorials and wedding/commitment ceremonies

The current insurance carrier of Second Unitarian (as of September 2024) is *Guide One*. The policy is administered through *Church Assets Management*. Church leaders may contact the assigned account manager at Church Assets Management for any further clarification that may be needed.

Building Rental Application Form follows on next pages