

**Henrietta United Church of Christ**  
1400 Lehigh Station Rd.  
P.O. Box 430  
Henrietta, NY 14467-0430  
Phone: (585) 334-0030 E-mail: office@henriettaucc.org

**Contract for Facilities Use**  
See reverse side for fee schedule and further details

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email Address \_\_\_\_\_

Event or Activity \_\_\_\_\_

**If one-time use**, Date(s) \_\_\_\_\_ Time In: \_\_\_\_\_ Time out: \_\_\_\_\_ approx# attending \_\_\_\_\_

Room(s) requested \_\_\_\_\_ Fee \_\_\_\_\_ Equipment requested \_\_\_\_\_

Key and cleaning deposit is \$100. Space will not be reserved until deposit is paid. **NOTE: "Time In" & Time Out" includes set up and take down.**

**If repeated use**, Every \_\_\_\_\_ Time In: \_\_\_\_\_ Time out: \_\_\_\_\_ # attending \_\_\_\_\_

Room(s) requested \_\_\_\_\_ Equipment requested \_\_\_\_\_

Rental fee \$ \_\_\_\_\_/month until \_\_\_\_\_

I agree to the terms and conditions of this agreement (stated on reverse side) and assume responsibility for the building, equipment and key.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature of HUCC representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

Room Fee _____	+
Deposit _____	=
Total Due _____	

Deposit Paid (date/Check#)
Key Given (date)
Fee Paid (date/check #)
Key returned (date)
Deposit returned/destroyed (date)

## **Standard Rental Fees**

(One-time use)

Cleaning deposit to be paid by all renters (including members) \$100  
(to be returned upon return of key and inspection of area)

Fellowship Hall	\$350
Kitchen	\$50
Sanctuary	\$500
	(see separate fee schedule for weddings/funerals)
Downstairs	\$50
Classroom	\$35

Fees may be adjusted at the discretion of the trustees, if contracted for regular use.

Please write checks as follows:

1. Deposit should be paid separately written out to “Henrietta UCC” or can be cash
2. Rental Fee should be written out to “Henrietta UCC”
3. Kitchen fee must be paid separately, written out to “HUCC Women’s Fellowship”

Note For funerals: See “*FUNERAL AND MEMORIAL SERVICE POLICY AND FEES*”

Terms of contract:

- Set up and break down is the responsibility of the renter with areas being left in original state;
- Beverages ONLY (no food) allowed in classrooms or library; Beverages&/or food NOT allowed in the Sanctuary at any time.
- Children must be supervised at all times;
- Appliances in the kitchen cannot be used without prior authorization;
- Alcoholic beverages are not permitted on the campus;
- Smoking is not allowed in or near the building;
- Bulletin board displays cannot be altered;
- Grip-a-strips are installed for posting of signage. No tape on walls or ceilings except painter’s tape.

## **HENRIETTA UNITED CHURCH OF CHRIST (HUCC) RENTAL GROUP POLICY ADDENDUM**

Following is a list of amendments to our existing Rental Policy (added July 2021)

- 1) On the anniversary of each “Long Term” Rental Group a new Rental Policy will need to be filled out and any changes in the renter’s needs discussed with the Building Coordinator before renewal is granted.
- 2) If there are any changes at any time, such as name of contact, phone numbers etc., to the Rental Policy from when it was written, the Rental Group must notify HUCC of this change and ask that a new Agreement be written.
- 3) If HUCC intends to increase the agreed Rental Fee, all Rental Groups will be given 3 months’ notice.
- 4) If any Long Term Rental Group needs to break their agreement with HUCC, there will not be any penalty fees.
- 5) The agreed weekly or monthly Rent is due by the 1<sup>st</sup> of each month. If the 1<sup>st</sup> is a weekend or holiday the rent will be due the next full business day.
- 6) If a Rental Group needs to cancel their meeting, they must immediately notify HUCC, as well as their members. If HUCC is notified soon enough, we will put up a poster on the west entrance door, but HUCC is not responsible for advertising the cancellation.
- 7) In the event that HUCC needs to suddenly close, all Rental Groups will need to be able to reach out to all their members/attendees. This is not HUCC’s responsibility.
- 8) In the event that another occurrence such as COVID-19 were to occur, all Rental Group gatherings will be immediately cancelled.
- 9) No smoking is permitted within 20 feet of the building. Containers for cigarette butts have been provided. **Please do not dispose of the cigarette butts on the ground.**
- 10) HUCC reserves the right to regularly change the key box combination. Also a change may be required if there has been a misuse of the key box combination. At these times, HUCC will be responsible for informing Long Term Renters, and any other Renters with reservations, of that change.
- 11) In cases where the Rental Group has been given the key box combination, and the main contact needs to give any of their members the combination:
  - a) The main contact of the group will be responsible for keeping a list of the names and contact information of each person who has been given this information. (A form will be provided by HUCC).
  - b) The person who has been given this combination must be a trusted member of their group.
  - c) If this person or persons share the key or combination with someone who is not on this list, they will not be permitted to return to HUCC. HUCC will also have to change the key box combination.

d) All Renters agree to use HUCC only on the dates, in the rooms, and at the times listed for use on the Rental Agreement. To violate this rule could result in the Rental Groups' Rental Agreement being cancelled.

e) Any individual found using the Basement Emergency Exit, except for a true emergency, will not be allowed to return to HUCC. Renters are responsible for enforcing this.