

East Shore Unitarian Church (ESUC) ~ Facilities Use ~ Terms and Conditions

1. A 20% non-refundable deposit is required when space is reserved.
2. **The balance is due 15 days prior to the date of your event.** Failure to make full payment in a timely fashion may result in cancellation with no refunds.
3. Proof of IRS non-profit tax status and liability insurance may be requested by ESUC.
4. Events must end by 9:00 p.m., **with all rooms vacated by 9:30 p.m.** If our caretaking staff is required to work unscheduled time due to long-running events or extra cleaning, a \$100 per hour fee will be charged.
5. Your reservation includes clean space with tables and chairs and other equipment as requested. Although we will do our best to make sure you have a wonderful experience at ESUC and that your space is set up per your initial request, please be aware that staff time is not included in the rental agreement.
6. The room(s) must be left in a clean and orderly condition at the conclusion of the event. You must remove your own materials, equipment, furnishings, trash, and/or leftover food items at the conclusion of your event. If our staff is required to perform cleaning duties outside of the normal routine, a \$100 per hour fee will be charged.
7. ESUC are conscious of our environmental footprint. Consequently, we have a three-bin trash system utilized throughout our campus. This includes organic compostable items, recyclables and landfill garbage. You and your guests must abide by this system. If ESUC staff must sort your garbage after your event, a \$100 per hour fee will be charged.
8. ESUC does not provide storage space and is not responsible for property damaged or lost. Users should exercise good care of their property to ensure proper use, safety & security. Users who leave property onsite may not be notified before it is removed, disposed, and/or recycled.
9. Nothing may be affixed to the walls or ceilings without prior permission from the ESUC office. Only blue painter's tape may be used as an adhesive. Please be aware that many groups share our campus, especially congregant-led volunteer groups. Consequently, decorations, wall hangings, artwork and flowers may change from time to time at the discretion of ESUC. If your set-up design requires changes to our furnishings, this is handled on a case-by-case basis; and you are responsible with all costs and labor associated with it.
10. Adequate adult supervision of minors is required at all times.
11. East Shore is non-smoking campus. Smoking is not permitted in any building or on the property.
12. No burning of materials is allowed inside ESUC buildings. The presence of candles inside ESUC rooms does not signify permission to burn incense, candles, or other items.
13. Pets are not allowed on ESUC property. Working animals are, of course, welcome.
14. Weapons are not permitted anywhere on ESUC property.
15. ESUC is not responsible for the compatibility of AV equipment, computers, software, and/or any other media. Users of ESUC equipment accept the risk of compatibility failure. Wi-Fi service can be made available in some areas of our campus, however is not guaranteed. Our media crew may be available for rent.

- 16. Using rooms past capacity is a fire code violation and may result in termination of agreement without refund. If capacity is exceeded, additional guests will be turned away.
- 17. Temperature adjustments to rooms are not available; rooms are generally maintained at 69–72 degrees. Air conditioning is not available. Windows or doors opened for additional airflow must be closed and locked at the conclusion of the event.
- 18. If alcohol is served at your event, you will be required to obtain either a *Liquor Banquet Permit* or a *Special Occasion License*. Copies of permits must be placed on file with the ESUC office at least two weeks before the event. Only beer and wine are allowed on the ESUC premises.
- 19. Outside catering services must provide ESUC with a Certificate of Insurance with ESUC named as an additional insured. Minimum amount of General Liability is \$1,000,000 per occurrence.
- 20. If disposal dishes are being used at your event, they must be compostable tableware.
- 21. ESUC does not tolerate discrimination against any person on the basis of race, color, religion, national origin, disability, age, marital status, sexual orientation, or gender identification.
- 22. ESUC office hours are Monday to Friday, 9 a.m. to 5 p.m., and staff can be reached at 425–747–3780. On evenings and weekends please call the Caretaker phone, 425–749–9143, for assistance.
- 23. Advertising for events may not list ESUC phone or email as contacts for information.
- 24. Events may appear listed on the ESUC website calendar prior to final confirmation and payment.

I agree to the stated fees, terms, and conditions governing use of East Shore Unitarian Church facilities.

X _____ _____ _____
Signature *Printed Name* *Date*