



UNITY CHRIST CENTER IN EAU CLAIRE
 1808 Folsom Street, Eau Claire, WI 54703
 715-836-0010, unityec@sbcglobal.net
www.unityeauclaire.org

BUILDING USE REQUEST FORM

(Non Wedding)

Request Date: _____

1. Organization name or person requesting use: _____

Address: _____

Phone: _____ Email: _____

2. **Date event to be held:** _____

3. Hours of use requested: _____

4. Purpose of building use: _____

5. Is your organization non-profit? Yes____ No____

6. Will there be a fee charged or donation being collected? Yes____ No____

If yes, how much? _____

7. How do you want the room(s) set up? _____

8. Number of people expected: _____

Sanctuary capacity is 150 and parking limited to 60 vehicles.

9. Rental fees:

Priced for 6 hours or less or over 6 hours. Fees are as listed below or an alternative structure of a 70/30 split of income with 30% remaining with the church. Love offering events need to be negotiated through Center office. Non-members need to coordinate for entry into building. **Unity members receive 20% discount for 1-time event. See separate rental form for weddings and funerals.**

<u>Mark space requested:</u>	<u>6hrs or less</u>	<u>Over 6hrs</u>
Sanctuary(Fellowship Hall) _____	Rental \$100	\$125
Classroom or Meditation Rm _____	Rental \$50/\$20	\$60/\$25
Entire Facility _____	Rental \$150	\$175
Peace Garden _____	Rental \$275	\$300 (includes building backup)
70/30 Split _____		
Additional custodial fee if custodian required to be present entire time_____	\$35	\$50

Nonrefundable 20% deposit required at time of request to hold date (deposit applied toward your cost.) Minimum \$10 deposit required for 70/30 split or love offering based events. Deposit will be refunded if event cancelled at least 6 weeks prior to event.

PLEASE NOTE: All facilities must be cleaned by group unless other arrangements have been made. We will post your event to our online calendar. If you supply us with a flyer or other information, we will be happy to display it at our Center.

Thank you for using our facility. Enjoy our beautiful setting!

Unity Christ Center in Eau Claire
Rental Agreement
Policies and Conditions

1. See first page for information needed, fee structure and required deposit. Deposit is required at time of request, and remaining rental fee is due the day of the event.
2. All fees include use of kitchen and restrooms, sound/visual equipment if requested.
3. Any food/beverages served must be brought in by you. Food may be warmed up but not prepared from scratch in the kitchen. You are expected to clean up the kitchen afterwards and remove any leftover food.
4. If decorating, please do not use any nails, tacks or staples. Remove decorations after the event.
5. Time slots: Events are ordinarily scheduled to not conflict with our normal worship services. Depending on the event and size, multiple events may be scheduled. If your event requires rearrangement of the sanctuary on or between Friday afternoon and Saturday evening, it is ***very critical*** that the seating be returned to its prior state for the Sunday morning service.
6. Non member use of facility or use of visual or audio/sound equipment will require coordination of access with the Center office and instructions on equipment use.
7. No smoking allowed in the building, and no alcohol allowed on premises.
8. No Center property is to leave the building.
9. You will be held responsible for any damage to the facility or grounds. Cost of repair will be assessed for any damages.
10. Event coordinator is responsible for leaving the facility as they found it. This includes cleaning, vacuuming, storing tables/chairs, resetting room, cleaning up kitchen, disposing of waste appropriately, doors & windows locked, lights & ceiling fans off.
11. **Refer to closing procedures on the bulletin board in the kitchen.**

We appreciate your help in promoting peace, love, harmony and joy at our facility.

DISCLOSURE: Unity Christ Center in Eau Claire does not assume liability for any items left at the Center.

Event facilitator Signature/Date

UCCEC Center Coordinator/Date

Opening/Closing responsible person: _____
Deposit Received: _____ Date/Amount -- Rental Fee Received: _____ Date/Amount