



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

BUILDING USE REQUEST FORM--(Non-Wedding)
[See separate rental forms for Wedding and Memorial Services]

1. Organization name or person requesting use: _____
 Address: _____
 Phone: _____ Email: _____
2. Date event to be held: _____ Hours of use requested [**arrival to departure**]: _____
3. Purpose of building use: _____
4. Is your organization non-profit? Yes ____ No ____
5. Are you a member of Unity EC? Yes ____ No ____
6. Will there be a fee charged [or donation being collected by you]? Yes ____ No ____ If yes, how much? \$ _____
7. How do you want the room(s) set up? _____ [**additional fee of \$25.00**] OR
8. Will you set up the room(s)? Yes ____ No ____
9. How did you hear about us? _____
10. Number of people expected: _____
Sanctuary capacity is 150 and parking limited to 60 vehicles.

11. Rental fees: [discount for Unity EC members--does not apply to "Suggested Love Offering" gatherings]

Rental for Ticketed/Income-Generating Events [\$20 deposit required]

60/40 Split [non-members] & 65/35 Split [members]...minimum amount due to Unity, regardless of attendance, will be the per-hour rate of the room rented.

Rental for Other Events [20% deposit required]

Per Hour [from arrival until departure]:

- Sanctuary \$35.00 per hour [non-member] /\$30.00 per hour [member]
- Meditation Room \$20.00 per hour [non-member] /\$10.00 per hour [member]
- Classroom \$30.00 per hour [non-member] /\$20.00 per hour [member]
- Entire Indoor Facility (does not include Peace Garden) \$75.00 per hour [non-member] /\$50.00 per hour [member]
- Peace Garden Rental: (does not include use of building) \$50.00 per hour [non-member] /\$40.00 per hour [member]

Rental for Unity-Member Groups:

"Suggested Love Offering" [\$5.00 minimum per attendee] ... for classes/groups facilitated/taught by Members.
***** If facilitator requests compensation, minimum amount due to Unity, regardless of attendance, will be the per-hour rate of the room rented.**

Deposits will be refunded if event cancelled at least 4 weeks prior to event.

3% additional service charge for payments made with credit card.

PLEASE NOTE:

We will post your event to our newsletter and website.
 If you supply us with a flyer or other information, we will be happy to display it at Unity.
 You are responsible for any outside media advertising.

Rental Agreement

Policies and Conditions

1. *Deposit is required at time of request, and remaining rental fee is due SEVEN days prior to date of event. Events charging a fee but choosing a 60/40 (or 65/35 split) pay when the event is completed prior to leaving.*
2. Entry into the building is arranged ahead of time with the Administrative Coordinator/Office.
3. Fees include use of kitchen [NO cooking]. Any food/beverages served must be brought in by you [or may be delivered]. Unity staff will not pay for deliveries. Food may be warmed up but not prepared from scratch in the kitchen. You are expected to clean up the kitchen afterwards and remove leftover food.
4. **NO alcohol allowed on premises.**
5. **No smoking or pets allowed in the building.** Exception for service dogs. Dogs must be on a leash.
6. Use of sound/visual equipment is to be discussed ahead of time with Administrative Coordinator during regular business hours.
7. Any/all materials required for your event are to be provided by you; office staff does not provide. Materials *will* be provided for member-led, in-house classes; please be respectful of the Office staff's workload/commitments.
8. If decorating, please do not use any nails, tacks or staples. Remove decorations after the event.
9. **NOTE:** Events are scheduled to not conflict with our Sunday worship services. If your event requires re-arrangement of the sanctuary on or between Thursday evening and Saturday evening, you agree to returning the seating to its prior state for the Sunday morning service [illustration of Sunday seating is displayed].
10. No Unity Christ Center property is to leave the building.
11. You will be held responsible for any damage to the facility or grounds. Cost of repair will be billed to you.
12. You are responsible for leaving the facility as you found it. This includes cleaning up, vacuuming, storing tables, resetting room, cleaning up kitchen, disposing of waste appropriately, doors & windows locked, lights & ceiling fans off. Please note instructions in kitchen for composting and recycling. ***If facility is not left in the clean condition in which you found it, an additional \$50.00 fee will be assessed.***
13. Refer to closing procedures on the bulletin board in the kitchen.

DISCLOSURE: Unity Christ Center in Eau Claire does not assume liability for any items left at the Center. Healing Facilitators using energetic techniques, healing touch, or prayer and meditation to support natural healing process must have Unity Eau Claire's Release of Liability signed by their clients.

_____/_____
Event facilitator Signature/Date

_____/_____
Unity-EC Coordinator/Date

Opening/Closing responsible person: _____

Deposit Received: _____ Amount: _____ Date Received: _____ By Whom: _____

Final Fee Received: _____ Amount: _____ Date Received: _____ By Whom: _____

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

Revised 2/2020