



First Unitarian Universalist Society of Albany  
**RENTAL CONTRACT**

405 Washington Ave, Albany, NY 12206

Tel: 518-463-7135

Fax: 518-463-1429

admin@albanyuu.org

Single/Multiple Recurring Events

This contract commits:

Name of contact person/organization

Date

email

phone

To the rental of:			
On:			
For:			
Event start time:		Event end time:	
Time you can get in to set up:		Clean up to be completed:	

**Your Cost:**

Room Rental  
Carry-in Food Fee  
Building Host Fee  
Set Up Fee  
A/V Fee

Security Deposit

**Total**

**Rental Deposit:**

**Balance due before event:**

**Contract Restrictions:**

*Please initial each item that applies to you, acknowledging you have read and understand it. Restrictions that do not apply to this contract have been crossed out.*

*Initial  
below:*

>Maximum number of people allowed at this event:

>No alcohol is permitted at this event.

>No kitchen use is permitted at this event.

>You must end all loud music and noise by 11 PM. (Anything that can be heard outside the building.)

*Make checks payable to "Albany UU".*

**Your immediate responsibilities (required to reserve room):**

**Completed:**

1. Review this contract: initial Restrictions, sign at bottom, and submit to Albany UU.
2. Provide Certificate of Insurance (details provided in Addendum)
3. Provide rental deposit of :

**Your responsibilities by one week before your event:**

**(DATE 1 week before event)**

1. Pay the balance due:
2. Tell us your final set up instructions.
3. If alcohol is to be served, you must provide a copy of your state permit to us.
4. Pick up key fob during office hours. \$15 refundable deposit required.

**Event set up: Any changes to this set up plan must be received seven (7) days before the event.**

Hall	#	6' Tables	Set Up:	AV needs:
	#	Card Tables		
	#	Chairs		

**Your responsibilities on the day of the event:****Staff responsibilities on day of event:**

<b>1. Building Access:</b>	You will need a building key. Please coordinate with church staff for key pickup. \$15 key deposit is required in addition to fees listed above.  If you have not hired a Building Host, you must station someone in the lobby to let in your guests.	Staff will ensure key fobs are on and working.
<b>2. Set-up and clean-up:</b>	Please respect the space: Use provided trash and recycling containers. Take all your belongings with you at end of the event: We are not responsible for them.	
<b>3. Supervision:</b>	You are responsible for the conduct of your guests and enforcement of current public health guidelines for infectious disease control, as defined by the Albany County Department of Health. Children must be supervised at all times. Your guests must stay in your reserved space(s). Please keep a log of the names and phone numbers of each person attending your event in the event that public health contact tracing is needed following the event.	
<b>4. Security:</b>	Please close and lock all windows you have opened before you leave. You will not prop open exterior doors. You will not let anyone into the building other than those attending your own event.	
<b>5. Smoking:</b>	Ask guests to smoke outside the front entrance on Washington Ave. side only, and use the cigarette containers provided.	

>**Your Security Deposit** will be returned one to two weeks after your event, minus any costs incurred by you to repair damages to the building, its contents or surroundings, extra cleaning and other reasonable costs as determined by the Society.

>**Cancellation policy (non pandemic):** If the event is cancelled more than 30 days before the date of the event, the rental deposit will be returned in full. If the event is cancelled less than 30 days before the event date, the rental deposit will be forfeited.

>**Cancellation policy (pandemic):** This contract is written according to public health considerations on the date signed. If there is a change in those conditions that affect federal, state or local guidance this contract may be amended or cancelled. In the case of an unlikely cancellation, you will be refunded.

***Please sign to indicate that you have read and agree to these terms, and send (mail, scan to email, or fax) to the church office contact information above.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renter)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Albany UU Representative)

## Addendum

### Publicity for your event:

In your publicity/invitations please be accurate in the name of this organization: First Unitarian Universalist Society of Albany. Please also make it clear that your organization is sponsoring the event (not the church), and that any questions should be directed to you. You may post a flyer for your event on our Community Events bulletin board if you wish.

### Certificate of Insurance Details:

All renters must provide a certificate of insurance for the date(s) of their event. If your event includes the services of a caterer, professional deejay, or other vendor they, too, must provide certificates of insurance. Repeat renters can get a certificate for a whole year.

Ask your insurer to provide a certificate of insurance naming the **First Unitarian Universalist Society of Albany** (Albany UU) as additional insured to the value of \$1 million.

### Your insurer can send the certificate to:

Tammy Hathaway, Church Administrator, First Unitarian Universalist Society of Albany

*By mail:* 405 Washington Avenue, Albany NY 12206

*Or by email:* [admin@albanyuu.org](mailto:admin@albanyuu.org)

*Or by fax:* 518-463-1429