***Thank you* for considering renting QUUF facilities. Once approved we require a signed agreement and 20% of payment. Prior to your event we will arrange staffing, key cards, technicians as needed. Your will also be given emergency, operational and closing procedures.**

This **Application** is for Event, meetings, workshops, concerts, etc. only. Separate applications for Wedding & Memorials.

**Terms of Use:**

**RENTAL PARAMETERS**

* QUUF is limited to 15 days per calendar year of business activity per the Washington State Department of Revenue. A business activity includes use of QUUF property that involves promoting business activity or conducting sales transactions by any organization or individual. Donations solicited by outside groups, even those groups sponsored by QUUF, count as business activity. Sales by outside groups, even when the proceeds will benefit a 501(c) 3 organization or be used for a charitable purpose, count as business activity unless they meet the criteria for FUNDRAISING.
* Space rental will be on a first come, first serve basis and scheduled at the convenience of QUUF. QUUF functions take priority and Renters may be asked to reschedule events previously scheduled. QUUF will make every attempt to accommodate the Renter’s needs. Last minute room reassignments may occur based on the scheduled events at the time.
* Members are considered renters when they are the host(s) of the event and no QUUF Committee is involved. The host(s) of this event must be a current Member of QUUF. These events are a private activity and are not open to the public.
* Hours: Except for cleanup crew, buildings must be vacated by 11 PM Sun-Thursday and 11:30 PM Fri/Sat.

**FEES and REFUNDS**

* A full **refund** of Use Fees paid will be given if a cancellation is made 30or more days prior to the event, one halfif the cancellation occurs 15 to 29days prior to the event. Norefundswill be given if the cancellation is received fewer than 15 days prior to the event.
* Once the application is received and confirmed we will issue an agreement that must be signed and returned with a payment equal to 20% of your final bill to hold your reservation time/dates.
* **Cancellation of Event by Fellowship**: If the Fellowship must cancel a renter’s scheduled event, it will return all deposits to the renter, but will incur no other liability because of the cancellation. QUUF does not guarantee the operation of its plumbing, heat, or electrical systems and will incur no liability in connections with any failure of these systems during an event.
* **Damage to Premises and Damage/Cleaning Deposit:** Premises are to be left in same condition as when renter arrived. The *Facility Condition Checklist* assures that the facility is clean and in good order after use. QUUF assumes no responsibility for any damages, loss, or theft to the renter’s or any attendee’s personal property prior to, during or after the event including personal items or vehicles on church property.

**FOOD & ALCOHOL**

* Renters can bring in their own food or hire a caterer who cooks the food offsite and uses the kitchen for staging the meal service. Purchased food that is already cooked and sealed can also be brought in and served.
* **Alcoholic Beverages:**  If alcohol is served, prior approval is required by the Office Administrator, and it is expected that moderation and good taste will prevail. A non-alcoholic beverage must also be offered during the event. The Renter must comply with Regulations of the *Washington State Liquor Control Board*. If the renter is serving beer and wine only (no spirits), the renter is ~~r~~equired to obtain either a Liquor Banquet Permit if you are serving but not selling, or a Special Occasion License (if you are selling alcohol by the glass). Both permit and license can be obtained on the Washington State Liquor and Cannabis Board website. Copies of such licenses and permits must be obtained and filed with QUUF office 2 weeks in advance, no exceptions. QUUF events must follow the *QUUF Alcohol Policy* as found in the Policy Manual.

**SOUND AND AUDIO/VISUAL**

* QUUF will provide AV/Sound Technicians for all events and includes Sound Check, zoom, podium mic, handheld mic, hearing assistance devices, electronic devices, lighting.
* **Music:** Because we are in a residential community, amplified sounds can be disturbing.Music may be played at a reasonable volume up to 10 p.m. Sunday to Thursday and up to 11:30 p.m. Friday and Saturday.
* **Pianos**: QUUF has a Steinway concert grand piano (tuned 2 times per year) in the Sanctuary and a baby grand piano in the Fellowship Hall available for rental. They may be used onlyby pre-approved musicians. Cost of piano tuning, if requested, is the financial responsibility of renter and QUUF’s technician must be used.
* A zoom set up is available in the Den, Fellowship Hall, and RE Meeting Rooms 2 & 3.

**ROOM ARRANGEMENT/CLEAN UP**

* The Renter will be responsible for returning the room to its original condition as designated on arrival.
* **Multiple Events:** Several events may take place simultaneously in different part of the building. Mutual respect for each other’s presence is expected and each renter shall limit his/her activities solely to the areas rented. Parking lots are available on both sides of the facilities and are shared with all users of the buildings.
* No parking across the street from the Fellowship Hall on 24th Street. QUUF is not responsible for damages or theft to vehicles or vehicle contents on church property. It is the responsibility of the renter and event attendees to lock vehicle doors and not leave valuables unattended.

**MISC.**

* **Liability Insurance:** Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the QUUF Host or Office Administrator immediately. Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and/or the contents. The renter must provide a $1,000,000 Certificate of Liability Insurance in which QUUF is listed as ~~an~~ “additionally insured.” Individual renters must provide an Event Rider on their homeowner’s/renter’s policy or proof of special event liability insurance obtained on-line.
* **Advertising/Media:** Print ads, posters, publicity releases, flyers and web information shall specify that meetings are held at “Quimper Unitarian Universalist Fellowship” rather than using language which may imply that there is sponsorship by or affiliation with the Fellowship and must be pre-approved by the QUUF Office Administrator before distribution.
* **No Smoking:** Smoking is prohibited in all locations within the buildings and on church property
* **Decorations:**
  + **Windows.** Greenery and flowers may be placed on windowsills, provided there is adequate protection against water stains.
  + **Walls.** Nothing may be affixed to, or removed from, any walls or doors without permission of the Building Host. If decorations are approved only masking tape is permitted for hanging.
  + **Hanging Chalice, Sculpture, and Banners** may not be covered or removed.
  + **Pulpit and Pianos.** Nothing may be placed on the pulpit, pianos or piano benches.
  + **Candles** must be drip-less and supported by nonflammable candleholders.
* **Supervision of Children:** The renter has the responsibility to assure the safety of children during the time of the rental. Supervision of children is always required.
* **Deliveries:** Arrangement for the delivery of any equipment for an event must be approved prior to the event and coordinated with the Administrator. All ~~E~~quipment and supplies belonging to the renter must be removed at the end of the event. QUUF is not responsible for equipment or supplies left behind on church property. In any event equipment or supplies are left intentionally without prior approval or unintentionally, QUUF is not responsible for loss, damage or theft.

**Fundraising**

To qualify as a fundraiser, each event **must fulfill criteria**:

1. Be occasional rather than regularly scheduled (regularly fundraiser scheduled, are consider a business activity) **AND will** Be limited to 5 days or less (the days do not have to be contiguous) **AND**
2. 51% or more of the net proceeds from the event **must be remitted to QUUF**.

**Non-profit Groups Sponsored by QUUF:** To qualify for QUUF church-sponsored outside organization:

1. The organization must be a qualifying 501(c) 3 **AND**
2. Submit a QUUF Committee Sponsored Proposal Form (subject to approval)
3. At least **three** QUUF church members must be participants in the outside organization **AND**
4. The organization’s purpose must align with QUUF’s purpose
5. The organization must use the facilities for eleemosynary activities **only**, which **excludes** any administrative activities, meetings, trainings or social events. The activity to be conducted must be written into the group’s rental agreement with QUUF.

**Facility Descriptions**

**Sanctuary/Foyer**

The Sanctuary accommodates up to 180 people, theatre style seating. The Sanctuary has AV and microphone accessibility. A sound technician is required for any use of sound equipment and set up. The Sanctuary has a Steinway concert grand piano; a standard fee applies. Piano use must be signed off by a designated QUUF pre-approved musician. Please refer to the *Facilities Rental Policy* for use of the Steinway piano. No food/beverage is allowed in the Sanctuary.

**Fellowship Hall**

The Fellowship Hall can accommodate 148 for seating, 100 for banquet. The Fellowship Hall has AV and microphone accessibility.

**Den**

The Den is set up for one large round table with chairs. The table can accommodate 12 chairs.

**Religious Education Building Meeting Rooms 2 & 3**

RE Meeting Rooms can accommodate 8-12 people with table and chairs. RE 2 & 3 may be combined to accommodate a larger group of people. Standard fees apply to each room rented. Meeting rooms have AV accessibility.

**Kitchen**

QUUF’s kitchen includes coffee/tea makers, dishes, silverware, utensils, cloth napkins and tablecloths, commercial dish washer, and other appliances. A copy of QUUF Kitchen Use Procedures and Policies shall be provided and its terms shall be part of renter’s Agreement.

QUUF kitchen is certified donor kitchen only, not a commercial kitchen. Non-profit rentals involving food service of any kind or fundraising for the non-profit do not qualify for a half-price rate. QUUF does not rent to individuals or groups who are running a commercial enterprise or business. Food prepared in the QUUF kitchen cannot be served to the general public for events. *Please refer to the QUUF Kitchen Use/Rental* *Guidelines*

**Loft**

The Loft is located on the second floor with stairs-only access. Circle seating for 8-10, Rectangle seating 10-12.

**Circle Garden Courtyard**

The QUUF Circle Garden Courtyard is only available for events April through September, weather permitting and by special permission of the Administration Committee. Canopy/tents, tables, chairs are available.

**APPLICATION**

**Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be eligible to rent QUUF's facilities:**

**1. Event / Activity must aim to further QUUF's mission by (check all that apply and describe)**

\_\_\_ Strengthening a sense of community in Port Townsend

\_\_\_ Advancing positive social objective.

\_\_\_ Promoting general welfare.

**2. Renter must be one of the following:**

\_\_\_ 501(c)(3) US tax-exempt non-profit group ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Registered WA non-profit corporation or school ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Individual renting for a private, non-commercial event \_\_\_ Group or individual renting for cultural, charitable or civic purposes

\_\_\_ Current Member of QUUF

**Requested Date of Event: \_\_\_\_\_\_\_\_\_\_\_ Start/End time of event: \_\_\_\_\_\_\_\_\_\_\_\_ Approx. #attendees: \_\_\_\_\_\_\_\_\_**

□ Seminar/workshop □ Support group □ Spiritual meeting □ Party □ Conference □ Meeting □ Other: □ Repeat event describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**Briefly describe your event:**

|  |  |  |
| --- | --- | --- |
| **Other**: | **Yes or No** | **Details** |
| Will there be admission/donation suggested? |  |  |
| Will merchandise or books be sold? |  |  |
| Will food be served? |  |  |
| Will alcohol be served? |  |  |
| Use of sound equipment, lighting, zoom, slide show, recorded |  |  |
| QUUF Musicians requested? Extra fee |  |  |

**Renter Name or Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person in charge of event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State/Zip**\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Fees for general Use ~~for Services Requested~~** | **Rate/non-member or business** | **Nonprofit/member rate** | **Total** |
| * Sound Technician required for using lighting, sound equipment, PA, mics, hearing devises | $25 per hour, start to finish | $25 per hour, start to finish |  |
| * Piano Use-see terms | $25 per hour | $12 per hour |  |
| * Sanctuary/Foyer | $150 per hour | $75 per hour |  |
| * Fellowship Hall | $100 per hour | $50 per hour |  |
| * Kitchen Full Use | $125 per event | $65 per event |  |
| * Kitchen Coffee only | $35 per event | $15 per event |  |
| * Den Meeting Space | $25 per hour | $5 per hour |  |
| * RE Room (per room, 5 rooms) | $25 per hour | $25 per hour |  |
| * Loft | $50 per hour | $25 per hour |  |
| * Entire Facility | $1000 per day | $500 per day |  |
| * Garden Circle Courtyard | $20 per hour | $10 per hour |  |

**Acknowledgement:**

By signing below, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (renter) acknowledges the application process, terms of use and conditions of the application.

Renter signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**\_\_\_\_\_\_ I/we are interested in a QUUF sponsorship of this program/event. A sponsorship agreement may result in reduced or waived fees. Sponsorship is approved through the minister. See above criteria and describe your request:**