

First Universalist Unitarian Church of Wausau Building Use Form Building Rental Agreement For Recurring Use

First Universalist Unitarian Church of Wausau may also be rented for recurring events that align with the church's mission.

Below are the guidelines and terms for using the building:

1. Renters are responsible for all event-related expenses.
2. Access is limited to the rooms specified in the rental agreement.
3. Smoking is strictly prohibited on church grounds.
4. Food preparation is not allowed on the premises.
5. Renters must comply with all laws regarding alcohol consumption. Serving alcohol must be pre-approved by church staff and may be subject to additional fees or requirements, including obtaining permits from the city or other authorities.
6. Children must be supervised at all times.
7. Use of church equipment requires prior written permission. Unauthorized use, movement, or adjustment may result in fines up to \$1,000 and permanent disqualification from future rentals. Available equipment includes A/V systems, tables, and chairs.
8. Furniture movement must be arranged in advance. Renters are responsible for returning furniture to its original location to avoid additional cleaning charges. Cleaning fees start at \$100 depending on the extent of cleaning required.
9. Renters must set up, clean up, and restore the facility to its original condition; otherwise, cleaning fees will apply.
10. Weekday parking is limited to the lot closest to the church building. The eastern lot is reserved. There is on-street parking available.
11. Renters indemnify First Universalist Unitarian Church of Wausau for any costs or damages arising from their event.
12. Renters are responsible for locking all doors, closing windows, turning off lights, and alarming the building if the building is otherwise unoccupied. Additional fees may apply for misuse.
13. Building access permissions may be revoked at the discretion of the Office Administrator or Minister.
14. The church doors must remain locked unless actively monitored by a designated individual.
15. Fees assessed by the city due to false alarms caused by renter oversight will be billed directly to the renter.
16. Emergency procedures and contacts will be provided to all renters. Fire evacuation plans and facility-related issue contacts must be reviewed before the event.
17. Written notice is required to terminate recurring use before the specified end date.

Designated Areas Being Rented

Room(s)/Area(s): _____

Fee(s): \$ _____

Total Fee(s): \$ _____

Payment Terms and Conditions

- A deposit is due upon reservation and is refundable if the event is canceled 30 or more days in advance. The deposit may be used to cover cleaning or repair costs resulting from the event.
- Payment for recurring rentals is due monthly. Access will be suspended for non-payment.
- This agreement is valid for one year from the date of signing and must be renewed annually to maintain access.
- See enclosed/attached information for rental rates.

I have read and agree to the guidelines listed above.

Renter Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Contact information:

First UU Church of Wausau

Attn: Congregational Administrator

504 Grant Street | Wausau, WI 54403 | (715) 842-3697 | admin@uuwausau.org

Office hours: M - Th, 9 am – 2 pm