

Unitarian Universalist Church In Cherry Hill  
 401 North Kings Highway  
 Cherry Hill, New Jersey 08034  
 (856) 667-3618

**Building Rental Application**

Applicant	
Organization	
Address	
Home phone	
Cell phone	
Is applicant a UUCCH member?	

Event Description. Will food or alcohol be served? If so please describe.	
Date preferred	
Time start and end	
Expected attendance	

Indicate all the rooms that you plan to use.

	Note that room capacities are as follows: Sanctuary (320); Social Hall (200); Horsch Room (30); Hillside upper level #3 (25); Hillside lower level (50); Other classrooms (15)
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Indicate any special arrangements or requirements (ie sound, furniture, etc)

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To be filled out by Building Use Manager

Total Fee		Total Deposit	
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**Rental Agreement**

Applicant agrees to be bound by the attached building use rules.  
 Applicant agrees to sign Hold Harmless Agreement.  
 Applicant and UUCCH agree to the use of UUCCH property per application above with the following conditions and restrictions:

Building Use Manager Signature		Date	
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Applicant Signature		Date	
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## General Conditions for Building Rental

**Reservations and Scheduling:** Reservations for building rental must be made in writing to, and confirmed by, the Building Use Manager or Church Secretary.

**Facility User Responsibility:** The individual who signs the Rental Agreement is responsible for the rental event, the conduct of event participants, and any damage to UUCCH property resulting from the event. A **Hold Harmless Agreement** (see below) must be signed by the individual signing the Rental Agreement.

**Payments:** A deposit in the amount of 50% of the rental fee is due at the time the facility is reserved. Full payment must be received prior to the start of the event. In case of a cancellation, the reservation deposit will be refunded as follows: More than 90 days prior to use—full refund; 30-90 days prior to use – 50% refund; Less than 30 days – No refund

**Safety:** The following are prohibited:

- Possession and/or use of firearms and dangerous weapons
- Flame or smoke producing materials, except for candles used in religious ceremonies.
- Smoking in any building at any time (ask about designated smoking area outside.)
- Threats and unruly behavior

**Certificate of Insurance:** All renters and caterers must provide a Certificate of Insurance naming the Church as an additional insured to cover any liability incurred in association with the event. Under no circumstances can UUCCH be held liable for damage or expense that may arise during, or be caused by, use of church facilities.

**Advertising:** Facility users may use only the address of this church to identify the location of the event. The name of the church shall not be used in any advertising unless approved by the Building Use Manager. Pictures taken on church grounds cannot be published without express approval.

**Use Restrictions:** Use is restricted to the area designated in the Rental Agreement. Items unrelated to an event shall not be sold, given, exhibited or displayed. All functions are to end promptly at the designated time.

**Fellowship Hall Kitchen:** Users of the Fellowship Hall kitchen must receive training and be qualified by the Building Use Manager.

**Event Coordination:** A Church Event Coordinator (or designated church agent) must be in attendance for:

- Opening and Closing of the Building for use
- Furniture rearrangement
- Public address or stage lighting set-up
- Attendance at events where alcohol is served
- Supervise d use of Fellowship Hall Kitchen for users who have not been qualified

**Decorations and Displays:** Flowers, literature and other materials are permitted on tables, easels, and floor. Flowers and plants must be in watertight containers. Nothing may be attached to walls, posts or woodwork except with blue painters tape. Wedding decorations should be discussed with Building Use Manager or Minister. It is the user's responsibility to place and remove displays after the activity ends. Display materials should be disposed of offsite – not in Church trash cans or dumpsters.

**Food Service:** Contract caterers must be approved in advance by UUCCH. Renters and contract caterers are required to clean up and remove all equipment, rented items, trash, garbage, etc. at conclusion of activity, unless prior arrangements are made with UUCCH.

**Housekeeping and Trash.** Premises shall be left in tidy condition (broom clean) with all decorations and debris properly disposed of. Light trash may be disposed of in Church trash cans. Significant trash resulting from catering, decoration disposal etc must be hauled offsite.

**Parking:** All parking shall be in designated parking lot areas. The circular drive at the front of the church is for drop-off and pick-up only. Parking is prohibited in fire lanes.

**Beverages:** No alcoholic beverages may be sold on Church grounds. Alcohol may be served at rental events with written prior approval. The facility user is responsibility for ensuring appropriate use of alcohol at the event. UUCCH Event Coordinator or church designee must be present at functions where alcohol is served.

### **Hold Harmless Agreement**

Applicant assumes the entire responsibility and liability for losses, damages and claims arising out of the applicant's use of the Unitarian Universalist Church's Building and Grounds and shall indemnify and hold harmless the premise owners, their agents and employees from any such losses, damages and claims; such indemnity to include any related attorney fees and court costs. I accept these Conditions for Building Rental, and the Hold Harmless Agreement

Applicant Signature and date

**Unitarian Universalist Church in Cherry Hill  
401 North Kings Highway, Cherry Hill NJ 08034**

**RENTAL FEE SCHEDULE**

RENTAL FACILITY	TIME	FEE
<b>Sanctuary (capacity 320)</b>		
Rental Fee for Religious Ceremony* (including rehearsal, sound and cleaning). Minister's fees are extra for religious ceremonies. Please see fee schedule below.	1 hour	\$900*
Rental Fee for Religious Ceremony* (including rehearsal, sound and cleaning) with pantry for light refreshment in Commons or Gallery	2 hours	\$1200*
Rental Fee for Small Religious Ceremony *(including rehearsal, sound and cleaning). For ceremonies with less than 30 people attending. Reservations limited to 4 weeks in advance.	1 hour	\$450*
Rental Fee for Small Religious Ceremony *(including rehearsal, sound and cleaning) with pantry for light refreshment in Commons or Gallery. For ceremonies with less than 30 people attending. Reservations limited to 4 weeks in advance.	2 hours	\$600*
Rental Fee for Concerts	4 hours	\$1500
Rental Fee for Recital Programs w/light refreshment In Commons or Gallery.	3 hours	\$400
<b>Social Hall (capacity 200)</b>		
Mon – Thurs and Friday daytime	3 hr min	\$70/hr
Friday evening	5 hours	\$600
Saturday	5 hours	\$800
Sundays after 2 PM	5 hours	\$350
<b>Horsch Room (capacity 30)</b>		
Rental Fee for Religious ceremony* w/light refreshment	3 hours	\$200*
Meeting	3 hours	\$150
Meeting w/light refreshment	3 hours	\$150
<b>Hillside Building</b>		
Rm. #3 (capacity 25)	4 hours	\$50
LL Meeting Room (capacity 50)	4 hours	\$150
Use of pantry w/above		\$50
<b>Other</b>		
Other Classrooms (capacity 15)	4 hours	\$50
Bell Garden - includes use of restrooms in designated building.	3 hours	\$250

\*Religious ceremonies: Separate arrangements must be made with presiding clergy and musicians. Outside clergy may officiate with permission of minister. UUCCH minister fees shown below.

**UUCCH Minister Fees (for non-members)**

Wedding with rehearsal	\$600
Wedding without rehearsal	\$500
Memorial Service	\$600
Child Dedication Service	\$250

Building Rental requires Building Use Application and Rental Agreement

**Revised Feb 2012**