



For your next event ...

Think Towson UU Church!

Prime location just north of I695 on Dulaney Valley Road

Beautiful grounds

Large and small rooms available

State of the art sound and projection system

Lots of free parking

TOWSON UNITARIAN UNIVERSALIST CHURCH
1710 Dulaney Valley Road
Lutherville, MD 21093-9705

Phone: 410-825-6045

Fax: 410-825-3427

Email: churchoffice@towsonuuc.org

Website: www.towsonuuc.org

TUUC RENTAL INFORMATION

UPPER LEVEL		<u>Rental Fees</u>	<u>Deposit*</u>	<u>Maximum Capacity</u>
	Lounge	\$150	\$200	177
	Meeting Room	\$150	\$200	320
	Lounge & Meeting Room	\$300	\$200	497
LOWER LEVEL				
	North side (open space)	\$ 90	\$200	
	South side (classrooms 1,2,3)	\$ 90	\$200	
	Rooms 5, 6, or 7	\$ 75/room	\$200	
UPPER AND LOWER LEVELS		\$500	\$200	
THE GROVE	With access to restrooms	\$150	\$200	100
WEDDINGS See Wedding Packet for more detailed information	Entire Building & Includes the rehearsal	\$500 Does not include the Minister's fee or musician's fee.	Varies by type of wedding – Minister Only, Minister and Church, or Church Only.	

* Long Term Security Deposit – One Month's Rental Fee

RENTAL FEES

Fees are based upon four-hour increments. Additional time will be prorated according to the rental fee. If the event goes over the time in the rental contract, you will be charged for the additional time and it will be deducted from the security deposit. (For example, the upper level is currently rented for \$300 for up to four hours; an additional hour would cost \$75). All fees and deposits are to be made in advance.

The fees are set under the assumption that renters will clean up after their event restoring the area used to its original condition and cleanliness. This means chairs and tables replaced to their original location, and all trash gathered in plastic garbage bags and left in the kitchen area for removal by the custodian. Otherwise, a fee (minimum of \$50.00) for custodial services will be charged and deducted from the deposit if, in the judgment of the Rental Committee, a significant amount of cleaning, trash collection, or furniture re-arrangement is needed after the rental.

SOUND SYSTEM:

Arrangements for use of the audio/visual equipment must be made well in advance of the event date. The renter agrees to send a designee to the church to be shown how to use the equipment no later than a week before the event date. The designee must call the office to set up an appointment. There is a \$25 non-refundable fee for using our audio/visual equipment.

GENERAL RENTAL POLICY:

Under no circumstances will the church facilities be made available to any individual, group or organization that illegally discriminates based upon race, color, religious background, national origin, gender, sexual orientation, marital status, political persuasion, or disability.

The facilities will not be made available to individuals, groups or organizations that would use the facilities for monetary gain or profit or to promote a personal business.

No rentals shall be made at any time if they conflict with regularly scheduled events of the church.

The church is not normally available for rental on Saturdays for events beginning after 6 PM but exceptions to this policy may be granted upon written petition to the Rental Committee submitted at least two months prior to the event.

Users of TUUC facilities are expected to respect our neighbors' rights to privacy and must obey Baltimore County's 11 PM noise curfew.

Renters/Tenants may only use the name and address of this church to identify the location of the event.

Renters/Tenants do not have the privilege of using franking.

No Renter/Tenant may open a checking account using TUUC's name and ID number.

No illegal drugs, firearms or other weapons shall be brought onto the TUUC property.

With approval of the Rental Committee alcoholic beverages are allowed, but are subject to the laws of the State of MD. The renter/tenant agrees to hold TUUC harmless for consequences resulting from serving alcohol.

When parking – do not block the turn around at the Main entrance to the building, the driveway entry at Dulaney Valley Road or the driveways of adjacent property owners.

Use the Main entrance doors – except in emergencies.

SMOKING IS PROHIBITED THROUGHOUT THE BUILDING

BUILDING USE:

The church facilities are not available for rent for dinners or receptions that require the seating of people at tables.

Renters/Tenants do not have the privilege of using TUUC resources or equipment except as approved by the Rental Committee on a case-by-case basis. Use of TUUC building and property shall be restricted to the purposes and areas approved by the Rental Committee.

The meeting room of TUUC is also host to an art gallery, The Gallery Unicorn, and operates year-round. Paintings, etc. may not be removed or moved from their location for any reason. Violation of this regulation may result in the loss of security deposit.

Overnight Conference Groups must submit their Rules of Conduct to the Rental Committee for approval.

Refreshments may be served only in the Lounge or on the Lower Level. No refreshments may be served or consumed in the Meeting Room. Red liquids (e.g. red wine, grape juice) may not be served on the church premises.

Musicians who rent the meeting room for performance may rehearse, free of charge, prior to the performance if:

- they notify the office at least one week in advance of the desired rehearsal time
- they rehearse during a time when the church office staff or the rental monitor is present

- the combination of performance time and rehearsal hours does not exceed the total number of hours covered by the rental fee (4 hr. limit). Should the musicians' need for rehearsal time exceed the number of hours covered by the rental fee, or if special arrangements must be made to open and close the building for a musician to rehearse, then the rehearsal shall be treated as a separate rental and fees shall be charged accordingly.
- they do not move furniture
- they understand that the Gallery Unicorn may have visitors during their rehearsal.

Nothing may be taped, nailed, or tacked to the walls. If materials must be posted, they may be taped to wooden or glass surfaces only using masking tape or other paper tape.

There shall be no rice or other materials thrown in the church building or on the church grounds.

Renters are not permitted to use the fireplaces.

FINANCIAL:

Security deposits are required to cover any damage or costs for clean-up not completed by the renter. All rentals require a security deposit of one month's rent (for long term rentals) or \$200 (for all other rentals). The security deposit must be submitted with the contract in order to reserve the space. The rental fee must be received one month in advance of the event date, if time allows. Security deposit checks will be deposited in the church account and a check will be issued to the renter in the full amount no later than 30 days after the date (or last date) of the use of facilities, providing no damage has been incurred and the facility has been returned to an orderly fashion.

Non-profit organizations needing to use the church for an extended period (more than 3 meetings) are required to provide a Certificate of Insurance. That insurance is to be secured at the group's own expense so long as the lease remains in effect. The Public liability insurance shall have minimum limits of fifty thousand dollars (\$50,000) on account of property damage, five hundred thousand dollars (\$500,000) on account of bodily injuries to or death of one person, and one million dollars (\$1,000,000) on account of bodily injuries to or death of more than one person as a result of any one accident or disaster.

Users of TUUC facilities shall report any damage to the building or property they have caused, and should the damage exceed the security deposit, agree to pay for necessary repairs or replacement when billed by TUUC.

Those who would like to reserve a rain or snow date for their rental may do so by noting that desire on the rental contract and if the date is available it will be reserved for that purpose. In the event that an "Act of God" causes TUUC to cancel activities and close the church, we will remit the payment. In the event the renter chooses to cancel an event due to an "Act of God", but the church was not closed, we will not remit payment.

If an event is cancelled at least two weeks prior to the event date, TUUC will remit the rental fee and/or deposit paid. If cancelled within two weeks of the event date TUUC will not remit payment for fees or deposit.

FORMS TO BE USED:

Rental Application/Contract – Must be submitted to the rental committee for approval.

Long Term Lease Agreement - Executed by the Church Administrator, are used to cover all long term rentals, i. e., rentals extending over periods of weeks, months or years.



TOWSON UNITARIAN UNIVERSALIST CHURCH
1710 DULANEY VALLEY ROAD
LUTHERVILLE, MD 21093
PHONE: 410-825-6045 FAX: 410-825-3427

RENTAL APPLICATION

NAME OF ORGANIZATION _____
 ADDRESS _____
 TELEPHONE NO _____
 E-MAIL _____

INDIVIDUALS (2) WHO WILL TAKE RESPONSIBILITY FOR THE GROUP

NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
PHONE _____	PHONE _____
E-MAIL _____	E-MAIL _____

PURPOSE OF USE _____
 DATE _____ (if renting the space for more than one date, please copy this sheet and fill out separately)

TIME RANGE – from _____ to _____

BUILDING and/or LAND AREAS REQUESTED _____

NUMBER OF PEOPLE EXPECTED _____

IS THE EVENT OPEN TO THE PUBLIC YES NO

DO YOU WISH TO SERVE ALCOHOLIC BEVERAGES? YES NO

With approval of the Rental Committee alcoholic beverages are allowed and are subject to the laws of the State of MD. The renter/tenant agrees to hold TUUC harmless for consequences resulting from serving alcohol.

IS THERE AN ADMISSION CHARGE? YES NO If yes, what amount and to what charity are the proceeds being donated? The facilities are not available to individuals, groups or organizations who would use the facilities for monetary gain or profit or to promote a personal business.

Under no circumstances will the church facilities be made available to any individual, group or organization which illegally discriminates based upon race, color, religious background, national origin, gender, sexual orientation, marital status, political persuasion, or disability.

RENTAL CONTRACT

SECURITY DEPOSIT:
 (MUST BE INCLUDED WITH APPLICATION) \$ _____
 RENTAL FEE \$ _____
 TOTAL DUE \$ _____

The UNDERSIGNED AUTHORIZED REPRESENTATIVE agrees that his/her group will abide by the rules appended hereto and will comply with all federal, state, and local laws while using the church facilities. Furthermore, the undersigned authorized representative agrees that this group will indemnify and hold harmless the church from and against any loss suffered by the church arising out of use of the church by the group unless such loss is based on the sole negligence of the church.

 Signature of Authorized Representative Date

For Office Use Only:

Deposit Amount Paid: \$ _____ Date Received: _____ Check #: _____
 Rental Amount Paid: \$ _____ Date Received: _____ Check #: _____
 Deposit Amount Refunded: \$ _____ TUUC Check #: _____ Date Mailed: _____