



The following are the policies of the Saskatoon Unitarians for all renters of our building.

### Rental Policies:

1. Rental agreements are administered by the Church Office Administrator. The Administrator on behalf of Saskatoon Unitarians reserves the right to decline any application for rental use of the Unitarian Centre.
2. Our building is often in use by multiple individuals and/or groups at the same time, it is expected that mindfulness and respect for one another will be demonstrated at all times.
3. A **Rental Agreement must be filled out and returned** to the Church Office Administrator **immediately** after booking, to confirm your rental. All rentals will be considered **tentative** until receipt of the completed and signed Rental Agreement.
4. **A non-refundable rental deposit fee will be collected at time of booking.**
5. Saskatoon Unitarians accepts cash, etransfer or cheques.
6. **Along with the room rental fee, a refundable security/cleaning deposit** (up to the total rental amount) **will be collected**, before the key & security code is released to renter.  
  
The security deposit will be refunded when the church is left in good condition following the event and the security alarm has not been set off.

7. The key & security code can be picked up no more than forty-eight (48) hours, 2 days prior to the event during regular office hours, confirm with the Office Administrator.
8. The renting organization or group shall have one contact person for all dealings with the Office Administrator.
9. It is expected that you will **use only the rooms you have rented**. If you wish to add additional space or time please prearrange with the Office Administrator.
10. Renters are responsible for the supervision and actions of the individuals involved in the group's event.

11. Renters are entirely responsible in the case of theft, loss or any other damages incurred to the property and equipment owned by Saskatoon Unitarians during the rental use of the facility.

All cost pertaining to the replacement of damaged equipment, etc. will be deducted from the deposit. If the costs exceed the deposit, the renter will be held responsible for payment of the balance.

12. If alcoholic beverages are consumed during the rental event, **liquor permits must be purchased and displayed** (the maximum occupancy capacity is 150).

13. The **renter must provide proof of liability insurance** for their rental activity. Event liability policies are available through local insurance brokers.

14. Kitchen or Kitchenette rental use, please note - **Our Kitchen is a Plate and Serve facility Only** - All food must be brought in pre-cooked.

15. Cleanliness - All rental spaces must be cleaned after the rental use, and returned to its original condition (as found before your event). Cleaning equipment and supplies are provided. All drinks and food must be removed from the fridge, counters, etc. All garbage and recycling placed in proper disposal bins outside of building.

16. In respect for our residential neighbours - all **Rental events must end at 11pm** with clean up and exiting the building by midnight.

17. **The Back door must be kept locked at all times.**

18. **Before leaving the building ensure that:**

- ✓ All bathrooms have been checked and lights turned off and;
- ✓ windows are closed and locked;
- ✓ lights are turned off;
- ✓ doors are closed and locked;
- ✓ security Alarm is armed.
- ✓ Security System: If you trigger the alarm - **you will be held responsible for any costs incurred from the Security Company.**

19. **Conditions of Use:**

- ✓ it is a condition of use that the space will be returned to the setup it was rented upon and in as clean and tidy condition as that in which it was entered;
- ✓ and that it will be left securely checked, locked with alarm set at the end of each rental;
- ✓ *the refundable security deposit* will be refunded if rented space is left in as good condition as it was rented upon.
- ✓

**20. Key & Security System -Your obligation and responsibility:**

- ✓ ensure building is not left unlocked and vulnerable to casual entry and vandalism;
- ✓ **the key and security code is for your sole use only – and to be kept safe and confidential;**
- ✓ it is your obligation to ensure that the alarm security system is on and all doors locked and secure and to return the key to the building Administrator when your agreed upon rental time of building has ended.

**RENTERS Agreement to policy and terms of use with Saskatoon Unitarians:**

1. I take responsibility for the actions of my group/organization while we rent Saskatoon Unitarians
2. I will not hold Saskatoon Unitarians responsible for any accidents or injuries which may occur in the course of occupying the premises.
3. I have read and accept the terms of use in the Saskatoon Unitarians Rental Policy.
4. I understand that should I leave the organization in which I have entered into this agreement on behalf of, I will return the key to the Office Administrator and a new agreement will need to be signed by the person assuming my position.
5. I will be responsible for seeing that the conditions of building use are adhered to.
6. I understand that any loss of the key will be reported immediately, to the office administrator.
7. I also understand that any costs for replacement of lost keys or changes for locksmith services are my responsibility and will be at my cost.
8. I further understand that if myself or anyone from my organization violates or fails to comply with any of the above terms, that my rental may be cancelled and/or an additional fee may be charged depending on the severity of the breach.
9. **NOTE: Saskatoon Unitarians is NOT responsible for any damages to or losses of property belonging to the rental person or group.**

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**Renter's Name (Print Please)**

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**Renter's Signature**

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**Date**

