

Rental Agreement
Riviera United Church of Christ
 451 Riviera Drive NE, Palm Bay, FL 32905
 Ph.: 321-723-3963 Fax: 321-723-1281

The undersigned Renter acknowledges having read this agreement and the current version of the Riviera United Church of Christ Building Use Policy and agrees to abide by them.

Please return one signed copy of this Rental Agreement to the RUCC office. This Rental Agreement must be received by the date specified below, or the event is subject to cancellation. (Make and keep a second copy for your records.) Payment is due no later than the first day before the event at the church.

RUCC reserves the right to reject requests for reservations, and to approve all activities held on the premises.

RUCC in consideration for this agreement is allowing the use of the facilities to the renter and the terms herein.

Renter's consideration is the rental fee and/or the terms herein.

RENTER:	DATE(s) OF EVENT:
CONTACT:	TIME(s) OF EVENT:
PHONE NO.:	# OF ATTENDEES:
ADDRESS:	AREA(S) RESERVED:
	RENTAL FEE:
This Rental Agreement consisting of 4 pages plus the attachment of charges and the RUCC Building Use Policy is agreed to and approved by the following:	
RIVIERA UNITED CHURCH OF CHRIST	RENTER Representative:
Printed Name/Position:	Printed Name/Position:
Signature:	Signature:
Date signed:	Date signed:

Notes

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FACILITY AVAILABILITY	<p>RUCC maintains a schedule for the use of our facilities for our own programs and use by external individuals and organizations. RUCC use will take precedence over all others. The intent of RUCC is to maintain the Renter's reservation. However, RUCC maintains the right to adjust the schedule of its own use of the building as conditions warrant, including preempting the Renter's reservation if necessary. As much notice as possible will be given of changes and the Renter will not be charged for preempted reservations.</p> <p>Unless otherwise agreed in writing, use of the facilities does not include set up of any kind by RUCC, this includes but is not limited to set up of chairs, tables, or other equipment placement.</p> <p>Note that multiple rentals of various portions of the facilities may occur simultaneously. Also note that RUCC members and staff may be at the facilities even if all facilities are rented.</p>
FIRE CODES	All fire codes must be followed by Renter. This includes all restrictions on food preparation and warming.
FOOD	The Renter may bring in prepared food, as there are no kitchen facilities available (including refrigeration).
ALCOHOL	Alcohol is not permitted at anytime for any reason.
SMOKING	Smoking is not permitted indoors at anytime.
FIREARMS AND OTHER WEAPONS	Firearms and other weapons are not permitted on the premises at anytime for any reason.
DECORATIONS	<p>Decorations must be approved by RUCC.</p> <p>Renter/caterer may not attach signage or decorations to any walls, ceilings, dioramas, exhibit cases or any other RUCC property, inside or outside the building. Exhibit cases, and other RUCC property, may not be moved without permission. Live animals, fog machines and glitter are not permitted. Rice may not be thrown inside or outside of the building.</p>
ELECTRICAL	Any unusually large electrical loads beyond those typically associated with the purpose of the rental must receive prior approval by RUCC for safety concerns. RUCC also may change the rental fee to cover the additional utility cost.
EQUIPMENT	<p>The Renter and/or caterer must provide all equipment for its event(s) including but not limited to cooking, audio and/or visual equipment. All Renter equipment and other items must be removed from RUCC immediately following the event. RUCC is not responsible for any equipment or items left behind. The Renter and/or caterer must provide own dollies and carts. Only RUCC approved individuals may operate lights, audio and/or visual equipment owned by RUCC. Separate agreement and fees to hire RUCC approved individuals to operate its equipment may be made.</p>

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SANCTUARY CHAIRS AND STAGE EQUIPMENT	The Renter may not move any of the chairs that typically form rows on the main sanctuary floor. Any RUCC items on the RUCC stage may not be moved by the Renter without permission. RUCC musical instruments may not be used by Renter without written permission. A separate timely agreement and fees may be made to RUCC to rearrange the chairs and stage with proper supervision by RUCC approved personnel..
DELIVERIES	RUCC will not accept deliveries prior to the event. RUCC staff will not assist in loading, unloading or carrying any items.
CLEAN UP	<p>The facilities are to be returned to the conditions they were found. Clean up and removal of refuse, decorations, and all other items are the responsibility of the Renter and/or caterer. An outside cleaning crew may not be hired. If assistance will be needed, prior arrangements to use the RUCC janitorial staff or equipment should be made through the RUCC office.</p> <p>Any clean up required to be performed by RUCC will be billed at the fully burdened rate of our janitorial staff (e.g. dollars per hour per person) even if performed by unpaid personnel.</p>
SECURITY	<p>Unless otherwise agreed in writing, RUCC does not provide any Renter keys or alarm codes. RUCC will open the facilities. The opening fee is included in the overall rental fee.</p> <p>RUCC will train the Renter on how to close the building (if required by the usage schedule). A fee of \$50.00 will be charged if the building is found unlocked and the Renter is required to close the building. In addition to this fee, any damages or losses from unauthorized access, unauthorized use of equipment, and/or failure to turn off equipment (A/C, lights, etc.) after the closing and before the next opening will be the responsibility of the Renter failing to properly close the building.</p>
RENTAL FEE	<p>The Rental Fee includes the following items:</p> <ol style="list-style-type: none"> 1. Opening of the building (unless otherwise agreed); 2. Dumpster usage; 3. Rental of the area specified on the Rental Agreement. <p>Use of the musical instruments, sound system, and theater lighting are NOT included unless explicitly listed in writing and agreed to by RUCC.</p> <p>Set up of any kind for events are not included unless explicitly agreed in writing by RUCC.</p> <p>Storage space is NOT included unless explicitly listed and agreed to by RUCC.</p>
CONTRACTS/ PAYMENTS POLICIES	Contracts and payments must be signed by the Renter. Payments are due at the time of the event unless otherwise agreed to by both parties.

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CANCELLATIONS	The Renter will endeavor to notify RUCC as far in advance as possible of cancellations. Should the building be opened and the event not occurs, the opening fee and 50% of the rental price will have been earned. If the event is cancelled in less than 24 hours notice, 25% of the rental price will have been earned.
INSURANCE & RELEASE	<p>Damage to or loss of RUCC property or property in RUCC's possession is the full responsibility of the Renter.</p> <p>The Renter hereby releases and agrees to hold harmless, indemnify and defend RUCC from all liability from loss, damage, or injury to persons or property in any manner arising out of or related to this Agreement. This includes without limitation all consequential damages, whether or not resulting from the negligence of RUCC or its caterers, agents, employees and guests. Unless a single day user or non-profit entity not required by RUCC to have separate insurance, all Renters must carry liability insurance and provide evidence of liability insurance if requested by RUCC. The prevailing party in any court proceeding to enforce the provisions of this agreement will be entitled to attorney fees and costs; this includes any appellate court proceedings.</p>

This agreement incorporates by reference here in the latest version of the Riviera United Church of Christ Building use policy.