

One-Time Use - Rental Contract

Unity of Oroville Grounds/Facilities
1321 Robinson Street, Oroville, CA 95965
(530) 533-8696

Email: use rental@unityoforovillechurch.org

Name of Organization/Renter: _____

Church Member? _____Y _____N

Contact Person/Title: _____

Phone: _(_____)_____ Email: _____

Activity/Class/Event Title: _____

Date Requested: _____ Time/Duration: _____

Facility Requested: _____ Social Hall
_____ Chapel
_____ Grounds (Garden/Parking Lot)

Approximate number of participants: _____

Rental fees due to Unity Church before 10th of following month \$ _____/or _____%

Non-Commercial (renter does not charge participants) Rental Fee is \$50/hr with 2 hr min - Rental includes free ½ hr set-up, and, in addition:

- **Commercial** (when renter charges participants) – additional rental Fee for Non-Church Member = 50% of income.
- **Commercial** (when renter charges participants) – additional rental Fee for Church Member = 25% of income.

Cleaning & Damage Deposit is \$ 100, due upon signing of this contract. Note: \$50 will be retained by Unity of Oroville, the remainder shall be refunded to renter upon satisfactory inspection following facility use.

Administrative fee, due at time rental request is made - \$ 25.00.

A signed **Certificate of Liability** form must be provided to Unity Church of Oroville for the day of the rental, naming: 1) Unity Church of Oroville as additional insured, 2) Unity Church as certificate holder, 3) for a minimum amount of \$1,000,000 per occurrence. Insurance Certificate must be provided to Unity Church at least 1 week prior to rental.

No pets are allowed inside the building, with the exception of licensed service animals.

Initial: _____

Additional Information:

Fees Due Upon Signing Contract:

Administrative Fee: **\$ 25.00**

Facility Use Fee: \$_____ applies to both Commercial and Non-
Commercial rental (____ hrs @\$50/hr, 2 hr min = \$ _____)

Cleaning Deposit: **\$ 100.00**

Commercial Use Fee: \$_____ (\$_____ total income x 25% if Church
Member, or, x 50% for Non-Church Member)

TOTAL DUE: \$_____ Date Fees Paid _____

I agree to the terms outlined above, to leave the property as clean as I found it, including cleaning the kitchen, if used, and emptying trash into outside containers. I will report any broken equipment to a church official. Fees are due no later than the 10th of the following month.

Signature of Renter: _____ Date: _____

Signature of Church Official: _____ Date: _____

Facility Inspection date _____ Passed? ____ Yes ____ No

Date deposit returned _____ Amt: \$_____ Check # _____

Notes:

In case of emergency contact:

Shyla Cook: (530) 534-6737

Don Button (530) 370-8832

Dick Smith (530) 712-9240

Revised 1/16/18