

Unity Church of North Easton Rental Policy

1. Individuals or groups using Unity Church facilities cannot discriminate against anyone for reasons including, but not limited to, race, sexual orientation, age, gender, religious beliefs, ethnicity, or physical characteristics. _____
2. Individuals or groups using Unity Church facilities cannot promote bigotry, discrimination, abuse of individual rights, or restriction of self-determination. _____
3. Smoking is not permitted on the Unity Church campus (grounds and buildings). _____
4. Alcohol use is permitted on the campus ONLY with full compliance with Town of Easton Policy #36. Request to serve alcohol must be on file with Unity Church 30 days prior to the event. _____
5. Informational material about Unity Church or Unitarian Universalism may not be removed before the meeting or event. Individuals are welcome to take informational materials for their own education during the event. _____
6. Furniture or decorations may not be moved without permission. This includes, but is not limited to, the flags in front of the church, piano and other musical instruments, banners, etc. Request to move specific items may be made and will be considered by the Executive Committee. _____
7. Any decor that is placed either inside or outside the building is to be removed and properly disposed of by the close of the event. Renter is prohibited from using tape or other adhesives, tacks, nails, pushpins or any other form of penetration on Unity Church walls or partitions. All material is to be removed before the close of the event. _____
8. A "walk-through" will be conducted between Unity Church and the Renter to determine the "state of the building." "State of the building" will determine the condition of the building and grounds before the rental. It is expected that the building and grounds will be in the same condition following the event as they were prior to the event. _____
9. An inspection by Unity Church will follow within 2 business days of the event to determine any possible damage. Any damage to the building and grounds will be charged to the deposit. Any additional expenses from the damage will be the responsibility of the client. An invoice will be presented to the renter for expenses that will include time on the part of the Unity Church staff to coordinate repairs. _____
10. The Chaffin Room will be rented for light use only. Parish Hall will be available for events involving heavy use. The Executive Committee will determine what use is considered 'light' and 'heavy' during the approval process. _____
11. No one is permitted in the administrative offices of Unity Church (at Holly House) before, during, or after the rental. _____
12. A security deposit of \$500 is required at the time of booking of the building(s). This deposit will be refunded within 30 days following the event, if there is no damage to the building(s). _____
13. The rental fee and separate checks for Minister and Music Coordinator (if applicable) are due at the time of the booking. If the fee is not received within 10 days of the verbal booking, the event is considered cancelled, unless arrangements are made before the due date. _____
14. Cancellations – Cancellations must be received in writing. Cancellation notification received 60 days or more before the date of rental will receive a full refund. If a cancellation notice is received 60 days or less prior to the date of rental, the rental fees will be retained and the security deposit will be reimbursed. _____
15. The role and scope of support by the On-Site Coordinator has been provided with the Rental Agreement. _____

