



# RENTAL GUIDELINES AND POLICIES

## INCLUSIONS AND EXCLUSIONS

1. Included are 180 chairs in the sanctuary and 90 folding chairs in Friendship Hall.
2. Table cloths, pots, pans, dishes, small appliances and service ware are excluded.

## SANCTUARY REQUIREMENTS

3. No candles beyond those specified below are allowed without written approval.
4. Nothing is to be placed on the piano.

## DECORATIONS, CANDLES AND THROWING OF ITEMS

1. **Party/Parties** may choose decorations that do not damage the **Facilities**. These guidelines must be followed:
2. The throwing of glitter or confetti, or shooting of “silly string” is not allowed inside or outside of the **Facilities**.
3. Blowing bubbles is allowed outside only.
4. If helium balloons are used, they must be secured. In the case of balloon escape, the **Party/Parties** are responsible for the retrieval of all balloons from the ceiling prior to leaving the **Facilities**. A fee will be charged if any balloons set off the motion detector after the **Facilities** are secured.
5. Real flowers can be used as decorations only. Any flowers to be dropped on the carpet must be silk.
6. The use of fireworks is not permitted.
7. The only candles allowed in the Sanctuary are the unity candles and dripless tapers..
8. The application of materials (pins, glue, staples, nails, etc.) to walls, ceiling, chairs, altars or floors is not allowed. Tape may be used.

## CLEANING INSTRUCTIONS

1. Clean the range top and countertop surfaces in Kitchen.
2. Clean the table surfaces.
3. Sweep, dry mop or damp mop the floors as necessary.
4. If towels are used and they are damp, place them in the laundry container.
5. All trash/recycling/compost is to be dumped into the appropriate dumpster.
6. Remove any items belonging to the **Party/Parties** stored in the refrigerator or freezer.

**ALARM:** If the **Party/Parties** are issued an alarm code, they have been fully trained. The **Party/Parties** are fully responsible for its correct usage and assume responsibility for any and all costs associated with error.

**DELIVERIES:** The **Event Party/Parties** are responsible for scheduling delivery of flowers and/or rental equipment to occur during the **Party/Parties’** contracted **Event** time. **Unity in Lynnwood** Staff or **Liaison** cannot accept or sign for deliveries. Any items stored on the premises are for the convenience of the **Party/Parties**. **Unity in Lynnwood** and its Staff or **Liaison** are not responsible for missing or damaged items or for late fees for items left on the premises that are not accessible at the time of a scheduled pick-up.

Initial

**SMOKING AND ALCOHOL:** **Unity in Lynnwood** is a non-smoking **Facility** and campus. Champagne, beer and wine are the only forms of alcohol permitted at **Unity in Lynnwood Facilities**. All other forms of alcohol will not be permitted either in the **Facility** or on the grounds at any time during the rehearsal or on the **Event** day. **THIS IS A ZERO-TOLERANCE POLICY. INFRINGEMENT WILL RESULT IN IMMEDIATE DISMISSAL OF THE INDIVIDUALS VIOLATING THIS POLICY.** The **Party/Parties** are responsible for the behavior of the **Party/Parties’ Event** attendees. A Banquet License from **Snohomish County** must be provided prior to the **Event** and posted throughout the event.

Initial

**PAYMENT:** A signed contract, the Damage, Cleaning and Overage Deposit plus 50% of the total estimated rental fees due are required to secure your **Event** date(s). Final payment is due no later than 14 (fourteen) days prior to your **Event**. If the **Contract Date** is within 14 (fourteen) days of the **Event**, 100% of the total estimated rental fees due are required to reserve the date. A mutually-agreeable payment plan will be created for ongoing or multi-date rentals.

**DAMAGE, CLEANING AND OVERAGE DEPOSIT:** A Damage, Cleaning and Overage Deposit of \$250.00 per **Event** will apply. If damages are found or custodial service is required as a result of this rental and/or if the **Event** incurs additional fees due to early arrival and/or late exit, fees will be deducted from this deposit. Fees exceeding the deposit collected will be billed to the **Party/Parties**. Unused damage deposit will be returned or destroyed as per **Parties'** instructions within 7 (seven) business days following the date of the **Event**. If the **Event** is cancelled, the Damage, Cleaning and Overage Deposit is refundable.

At **Event Begin Time**, the **Party/Parties** or **Party/Parties'** agent(s) shall complete a walk-through and inspection of the **Facilities** with a **Unity in Lynnwood Liaison** and confirm the **Facilities'** condition and set-up. At **Event End Time**, the **Party/Parties** or **Party/Parties'** agent(s) shall complete a walk-through and inspection of the **Facilities** with a **Unity in Lynnwood Liaison** and confirm that the **Facilities** are returned to the condition and set-up as they were found at the **Begin Time**.

**CHILDREN:** Children are welcome during events. For their safety, **children must be under adult supervision at all times**. The **Playground Equipment** located downstairs and outside of the **Facilities** is privately owned and **is not to be used by guests**. **THIS IS A ZERO-TOLERANCE POLICY. INFRINGEMENT WILL RESULT IN IMMEDIATE DISMISSAL OF THE INDIVIDUALS VIOLATING THIS POLICY.**

Initial

**DEPARTURE FROM FACILITIES:** Both **Party/Parties'** and the **Unity in Lynnwood's** representative(s) shall close and leave the **Facilities** at the same time at the completion of the inspection and after the alarm code has been set.

**CANCELLATION:** Cancellation of this **Event** for any reason will result in a forfeiture of the deposit (not to include the damage, cleaning and overage deposit) unless/until another rental agreement can be secured for the same date and time. If/when such an agreement has been secured, the deposit paid minus a \$100.00 administrative fee will be refunded.

**DATE CHANGE:** If **Party/Parties** desire to reschedule **Party/Parties' Event**, every effort will be made to accommodate changes in the **Party/Parties'** original contracted reservation date and/or time. If, however, cancellation becomes necessary for any reason, cancellation policies will apply.

**HOURS:** **Party/Parties** agree to enter the **Facilities** at or after the **Begin Time** stated on the contract and have all equipment, materials, and personnel out of the **Facilities** at the **End Time** stated. **Rental rates apply from first entrance to last exit. This does not include the final walk-through inspection.**

Initial

**DECORATION RESTRICTION:** During the month of December the **Unity in Lynnwood Facilities** are decorated for Christmas. The major decorations cannot be removed during this period. Photographs are available upon request.

**PERMITTED USE:** The **Party/Parties** agree to use the premises for said purpose(s) only. The use(s) shall not be contrary to the Rental Guidelines and Policies stipulated herein. **Unity in Lynnwood** reserves the right to cancel a function if the name of the group or the use of the premises varies from that originally agreed upon. In such cases, no refund will be issued.

**LIAISON:** **Unity in Lynnwood's Liaison** will be present during the non-business hours of the **Party/Parties' Event**. The **Liaison** is available to assure that all **Facilities'** agreements are met regarding set-up, clean-up and access to specific areas and to support the **Party/Parties' Event** in limited and appropriate ways. **THE LIAISON IS NOT A CONSULTANT AND DOES NOT ASSIST IN ANY TASKS RELATED TO THE EVENT OR ITS PREPARATION.**

**RELEASE AND INDEMNIFICATION:** The **Party/Parties** hereby release **Unity in Lynnwood** and **Unity in Lynnwood Staff** and/or **Liaison** from any and all claims or liability in connection with any injury to any person or persons or damage to any property of the **Party/Parties** or **Party/Parties'** agents, employees, owners, guests or invitees, arising out of or in any way related to **Party/Parties'** use of the **Facilities**, except to the extent that such damage or injury was caused by the gross negligence or intentional misconduct of **Unity in Lynnwood**. In addition, **Party/Parties** hereby indemnifies and agrees to hold **Unity in Lynnwood** harmless from and against any and all damages, claims, liabilities, expenses, or attorneys' fees incurred with or without litigation or on appeal arising out of or in any way related to **Party/Parties'** use or occupancy of the **Facilities** (or the use or occupancy thereof by **Party/Parties'** agents, employees, owners, guests or invitees). The indemnity obligations of the **Party/Parties** under this paragraph shall extend to **Unity in Lynnwood**.

The **Party/Parties** hereby agrees that **Party/Parties** will be responsible for all damages to or loss of any of **Unity in Lynnwood's** personal property in the **Facilities**, and any and all damage to the **Facilities** themselves or the building occurring during or in connection with **Party/Parties'** use of the **Facilities**. The **Party/Parties** further agrees to release **Unity in Lynnwood** from any liability for **Party/Parties'** property left in the **Facilities** either before, during or after the hours of use.

In case of a disaster or other condition(s) beyond the control of **Unity in Lynnwood** which would render the planned **Facilities** inoperable or not suitable for the **Event**, **Unity in Lynnwood** shall be released from any responsibility to provide an **Event** refuge or sanctuary, and shall bear no liability for any damage, loss, or other costs resulting from the unavailability of the planned **Facilities**.

**PLEASE INFORM ALL EVENT GUESTS AND/OR INVITEES OF THESE POLICIES. THE PARTY/PARTIES ARE RESPONSIBLE FOR THE BEHAVIORS OF ALL EVENT GUEST AND/OR INVITEES.**

**PLEASE INITIAL, SIGN AND RETURN WITH YOUR SIGNED EVENT RENTAL AGREEMENT.**

**We have read and understand the information in the Event Rental Guidelines and Policies document of Unity in Lynnwood and agree to abide by the guidelines and policies as described.**

\_\_\_\_\_  
**Signature of Financially Responsible Party/Parties**

\_\_\_\_\_  
**Signature of Financially Responsible Party/Parties**

\_\_\_\_\_  
**Printed Name of Financially Responsible Party/Parties**

\_\_\_\_\_  
**Printed Name of Financially Responsible Party/Parties**

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_