



Rental Policies and Procedures

General Information

The Conejo Valley Unitarian Universalist Fellowship Sanctuary and Fellowship Buildings offer inviting, contemporary settings for a range of personal and community activities including weddings/ceremonies of union*, services of remembrance*, concerts, lectures, and meetings. We welcome opportunities to find the perfect setting for your activity with these guidelines in mind:

We are a Welcoming Community that affirms and promotes the full participation in all our activities and endeavors without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class or national origin. We will not provide rental space to any group that either creates or allows discrimination of any kind.

As a religious, tax-exempt organization, CVUUF requires that political forums taking place within our facilities must have more than one side of an issue represented.

Facilities are available for rental by members of the congregation and by members of the larger Conejo Valley community (age 21 or older). Reduced rental fees for members of the congregation reflect the members providing assistance with any required setup/take down and storage of tables and chairs or other equipment. Rental Fees for the Sanctuary, Fellowship Hall and its individual rooms are shown on page 5 "Rental Rates" of this document.

Agreements and Insurance

Agreement – Individuals or groups other than CVUUF must have a rental or lease agreement on file (see "Rental Agreement" form), and all applicable fees must be paid before use.

Insurance – Renters/Lessees must provide proof of damage and liability insurance with a minimum coverage of \$1,000,000 listing CVUUF as an additional insured to Scheduling Coordinator at least 6 days prior to the rental start date.

Violations – Violations of these stated policies and procedures terminate all agreements between CVUUF and lessee at the will of CVUUF.

Time and Occupant Availability and Restrictions

The CVUUF facilities are located within a commercially zoned complex with certain time and occupancy limitations. Rental use by a group is limited to the days and times listed below. Please consider this when making your rental requests. For individual room capacity within these hours, see the room rental chart on page XX.

Monday through Friday 8:00 am to 5:00 pm – 25 total people allowed on campus

Monday through Friday 5:00 pm to 11:00 pm

Saturday 8:00 am to 11:00 pm

Sunday 2:00 pm to 11:00 pm

Holidays - use and hours are individually negotiated.

* Weddings, Funerals/Memorial Services not performed by the resident CVUUF Minister must be authorized by the Minister, or CVUUF Board President, if Minister is not available.



Rental Policies and Procedures (cont.)

Safety and Security

Approved Areas – Rental of CVUUF facilities is for specified areas only. Areas outside rented space may not be occupied or used for any reason by renter or their guests. Trespassing in areas other than those areas rented may result in forfeiture of renter's security deposit, and future rental refusal by CVUUF.

Physical Plant Security – The CVUUF campus buildings are locked when not in use. Entrance to the buildings is managed by a zoned and trackable security system that allows entrance to only those areas designated by the Rental Agreement.

Hazardous Materials – No hazardous or toxic materials, including gasoline or other fuels, may be used or brought onto CVUUF property.

Open Flame – With the exception of one flame on a containerized wax candle in an occupied room, no open flame is permitted in any area of CVUUF facilities.

Smoking – In accordance with the City of Thousand Oaks ordinances, smoking of cigarettes, cigars or other tobacco products is prohibited within any CVUUF building, or within xxx feet of entrances to either of the buildings.

Children – For their safety, adult (age 21 or older) supervision of children under the age of 14 is mandatory on the CVUUF campus. Activities with children present require a ratio of:

one adult per 3 children under age 3

one adult per 6 children from age 4 to 14

Animals – Animals, with the exception of working, certified assistance animals, are not permitted inside the CVUUF Sanctuary or Fellowship Hall.

Decorations – No decorations or displays may be used in any of the CVUUF buildings which require being fastened to the walls or ceilings.

Damages – Facilities are provided in a clean and orderly condition. Damage to the CVUUF facilities or contents will result in fees being deducted from the Security Deposit paid by renter. Assessment of any such damages is determined by the CVUUF Director of Operations.

Food, Beverage and Alcohol

Food and Beverages – Food and beverages may be provided by guests or by approved caterers (see Approved Vendor list) and consumed in the Fellowship Social Hall. Food and/or beverages are not to be taken into classrooms or offices. Food and beverages are not to be taken into, or consumed in the Sanctuary unless explicitly stated in the Rental Agreement.

Alcohol – Alcoholic beverages brought into CVUUF facilities and consumed by renting groups is restricted to beer and wine only. Alcohol consumption is restricted to the Sanctuary and Social Hall areas. No alcohol may be consumed in classrooms or offices. A CVUUF approved security guard must be hired for the entire rental period if alcohol is to be consumed.

Recycled Products – CVUUF strongly encourages the use of recycled goods whenever possible. Containers for the disposal of recycled products are provided in both buildings and are labeled as such.



Rental Policies and Procedures (cont.)

Equipment

Sound Equipment – The CVUUF Sanctuary is equipped with an excellent sound system. Use of the sound system is encouraged, but it must be specified in the Rental Agreement, and fees will include the cost of a CVUUF approved sound technician for the duration of the rental period, as well as additional time for advance set up, test and take down. There is no sound amplification system in Fellowship Hall.

Chairs and Tables – The Sanctuary is predominately used for worship services and large events with a seated audience. If this space meets your needs for events that require other seating arrangements, a fee will be charged to remove and/or reset the chairs and/or stage. These arrangements, including your desired seating pattern, will need to be clarified with the Scheduling Coordinator in advance of your event.

The Sanctuary and Fellowship Social Hall spaces can also be used for dining events by using rented tables and chairs. Please see the list of approved caterers for this type of rental. The removal and reset fees mentioned above will also be charged in this type of event.

All classrooms are provided furnished. Classrooms with chairs and tables may be set up, taken down or reset by the renter within each classroom only. Classrooms containing lounge furniture may not be modified or have furniture moved.

Musical Instruments – see separate policy: “Music Services”.

Other Equipment – Use of non-CVUUF equipment and/or services must be authorized in writing by the Scheduling Coordinator in the Rental Agreement.

Fees and Deposits

Initial Rental – Subject to availability, CVUUF facilities can be rented with as little as 7 days notice provided that all deposits, contracts, and insurance provisions are met at the time of reservation. 48 hours advance notice is required to make significant changes in space rental of any CVUUF facilities. All renters must be age 21 or older.

Security Deposit – A refundable security deposit is required for all rentals (amounts shown on page entitled “Rental Rates”). Security deposits will be refunded to renter one week after event if facilities are left in “as before” condition.

Damages – Facilities are provided in a clean and orderly condition. Damage to the CVUUF facilities or contents will result in fees being deducted from the Security Deposit paid by renter. If damages are found, fees will be deducted from the deposit up to the full amount. Assessment of any such damages is determined by the CVUUF Director of Operations.

Rental Deposit – CVUUF requires a **non-refundable** deposit to hold all rental dates. The balance of the full rental amount is due no later than 30 days prior to your event. Cancellations after rental commitment will cause forfeiture of fees (see below).

Cancellations – Cancellation of rental space is required in advance, and some percentage of facility rental fee (over initial deposit) forfeiture is required, as follows:

30 or more days before a scheduled event – 50% rental fee (over deposit) forfeited, and 50% of security deposit forfeited

10-30 days before scheduled event – 50% of rental fee (over deposit) and 100% of security deposit forfeited

1-10 days before scheduled event – 100% of rental fee forfeited, and 50% of security deposit forfeited

less than 24 hours notice – no refund of any security or rental fees will be made



I (We), have read and understand the CVUUF Policies and Procedures as provided, and agree to follow them to the best of our ability. I (We) further understand and agree that by signing this Agreement, I (We) agree to indemnify and hold Conejo Valley Unitarian Universalist Fellowship harmless from any and all claims for loss, injury, or damage to person or property while on the premises. Assigned CVUUF personnel have the responsibility and authority to protect the welfare and safety of all Fellowship guests, and the maintenance of the CVUUF campus facilities. Designated CVUUF personnel are in charge of the facilities and they may act on behalf of CVUUF staff during events. Designated personnel will carry out their duties in a respectful manner toward guests and vendors. Charges for any damages to the CVUUF facilities or property by any third party contractors or vendors (i.e., photographers, caterers, florists, etc.) are the financial responsibility of the individual or organization signing this contract.

Signature of renting party

Date

Event Rental

Rooms Rented

| | | | |
|--------------------------|-----------------------|----|-------|
| <input type="checkbox"/> | Sanctuary | \$ | _____ |
| <input type="checkbox"/> | with Kitchen | \$ | _____ |
| <input type="checkbox"/> | Sound Tech | \$ | _____ |
| <input type="checkbox"/> | Chair/Table Setup (5) | \$ | _____ |
| <input type="checkbox"/> | Stage | \$ | _____ |
| <input type="checkbox"/> | Piano | \$ | _____ |

Fellowship Hall:

| | | | |
|--------------------------|------------------------|----|-------|
| <input type="checkbox"/> | Hall Multi-Purpose | \$ | _____ |
| <input type="checkbox"/> | with Kitchen | \$ | _____ |
| <input type="checkbox"/> | Upstairs Multi-Purpose | \$ | _____ |
| <input type="checkbox"/> | Board Room | \$ | _____ |
| <input type="checkbox"/> | Adult RE | \$ | _____ |
| <input type="checkbox"/> | YRUU Room | \$ | _____ |
| <input type="checkbox"/> | Middle School Room | \$ | _____ |
| <input type="checkbox"/> | Upper Elementary | \$ | _____ |
| <input type="checkbox"/> | Lower Elementary | \$ | _____ |
| <input type="checkbox"/> | Pre-School | \$ | _____ |
| <input type="checkbox"/> | Childspace | \$ | _____ |

Total Rental \$ _____

Reservation Deposit \$ _____

Security Deposit \$ _____

Balance \$ _____

Balance Due NO LATER than 30 days before event