

**Unitarian Society of Hartford**  
**50 Bloomfield Avenue**  
**Hartford CT 06105**  
**Phone 860-233-9897 ext. 104      email [dre@ushartford.com](mailto:dre@ushartford.com)**  
**Event Rental Application <sup>1</sup>**

Your Organization \_\_\_\_\_ Type  person  NP  bsns  oth \_\_\_\_\_

Contact Person \_\_\_\_\_ USH member?  no  yes

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Space Requested	Date	at (time)	# hours	to be used for	# people

**Set-up Requirements (check and complete):**

tables      How many? \_\_\_\_\_ What size? \_\_\_\_\_  chairs      How many? \_\_\_\_\_

In which space? \_\_\_\_\_ How arranged? \_\_\_\_\_

big screen TV       microphone  white board  fridge space  freezer space

Total Rent<sup>2</sup> \$ \_\_\_\_\_ 50% + \$25 App Fee<sup>3</sup> - Deposit Enclosed \$ \_\_\_\_\_

**Contact person must read and sign *both sides* of this sheet:**

I am a responsible adult representative of this organization. Space and facilities requested are suitable for the number and ages of persons who will attend. A deposit of 50% of the total rental is enclosed; balance will be paid in full no later than two (2) weeks prior to the event. All but \$100 of the deposit is refundable if the event is cancelled at least two (2) weeks prior to the scheduled date of the event; otherwise it is non-refundable. **We reserve the right to cancel or not schedule events or programs for any reason, and particularly those that do not respect our seven Unitarian Universalist Principles (see [www.uua.org](http://www.uua.org)).**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

Application Approved  yes  no

Insurance Certificate Req'd  yes  no

Signature \_\_\_\_\_ date \_\_\_\_\_

dep. rec'd by \_ on \_\_\_\_\_  depstd by \_\_\_\_\_ on \_\_\_\_\_  copy mailed by \_\_\_\_\_ on \_\_\_\_\_

ins certificate rec'd by \_\_\_\_\_ on \_\_\_\_\_  cal. marked by \_\_\_\_\_ on \_\_\_\_\_

Cancellation/change information \_\_\_\_\_

deposit of \$ \_\_\_\_\_ returned by \_\_\_\_\_ on \_\_\_\_\_

<sup>1</sup> Complete a separate Application for each event. Include all spaces needed for the event on one Application.

<sup>2</sup> Contact USH Rental Manager for assistance in calculating total rent for the event and the deposit required.

<sup>3</sup> The \$25 application fee will be returned via mail within 2 weeks if the building is left in the same condition as prior to the rental. Otherwise, the fee will be retained to cover clean-up cost.

**Unitarian Society of Hartford**  
**Guidelines FOR USE OF USH FACILITIES**

These policies help ensure the success of your event, the safety and comfort of participants, and continued availability of the facilities for you, other renters, and our members. Please carefully read these policies and sign below before submitting your application to the office.

1. Smoking is prohibited in the Meeting House or on the grounds except the lower parking lot. All smoking materials used in the lower lot must be fully extinguished and removed.
2. Park in designated areas only. Vehicles parked in fire lanes or illegally in handicapped spaces may be towed without prior notice at the owner's expense.
3. Food may only be prepared, served or eaten in the kitchen, Fellowship Hall or Library. All leftovers must be removed from the facilities at the end of the event. All trash generated by the event must be taken in black garbage bags and disposed of in the trash cans located in the lower level exit hall. The floors should be broom swept and all tables and chairs returned to their original location.
4. Children must be supervised by adults at all times, must remain in the area where the event is being held and must be escorted by an adult any time they leave that area.
5. Please do not permit the throwing of rice, confetti, rose petals, bird seed, etc. No alcoholic beverages are permitted.
6. The Unitarian Society of Hartford is not responsible for loss, theft of or damage to property belonging to the participants or organizer of this event, nor for injury or illness arising from the activities of the organizer. The person responsible for the event must ensure that they have liability insurance to cover such eventualities. Renters may be asked to provide a copy of insurance, naming USH as a covered entity.
7. The start time and number of hours on the completed Rental Application must include all of the time for rehearsal, preparation, set-up and clean-up.
8. Please schedule any deliveries with Rental Manager, Rayla Mattson, (860-233-9897 ext. 104) during business hours to ensure that there will be an authorized person on the premises to receive them.
9. Please report any breakage, injury or equipment problems to a USH staff member.
10. It is our intent and practice to schedule around previously confirmed events with at most minor adjustments to accommodate, for example, a memorial service.

I agree to these policies and accept responsibility for their enforcement during our use of these facilities. I understand that disregard of these policies may result in a request to vacate the premises, cancellation of future rental agreements, and/or additional fees.

Signature of responsible person \_\_\_\_\_ Date \_\_\_\_\_