

Unitarian Society of Hartford
Guidelines FOR USE OF USH FACILITIES

Thank you for choosing the Unitarian Society of Hartford for your event/ gathering. We appreciate you and are glad you are here. Please note that 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, Buffie Pinney, (860-233-9897 ext. 100) 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 _____

PLEASE NOTE: There is always the possibility that a Memorial Service might need to happen at the same time as previously scheduled event. We apologize for any inconvenience that this might cause and will make every effort to reschedule your event. In the event this is not possible, a full refund will be given.

Revised 03-2022