

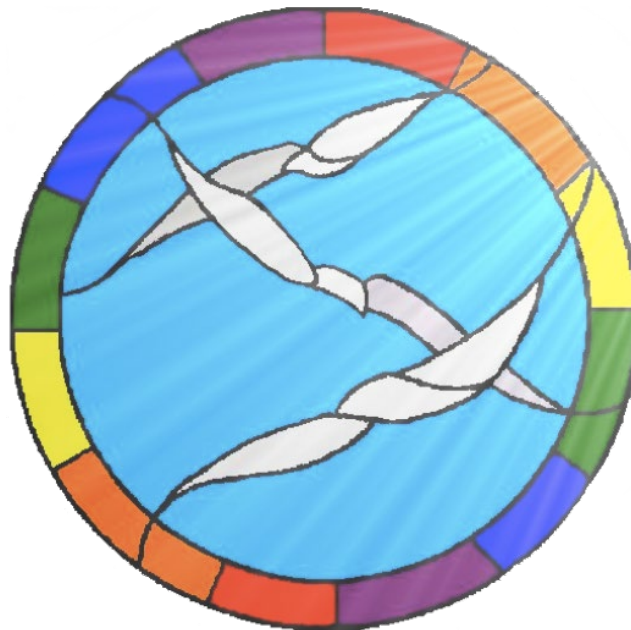
PUUF Event Rental Agreement

Prescott Unitarian Universalist Fellowship

945 Rancho Vista Drive

Prescott, AZ 86303

(928) 778-6672



Rental Information and Agreement

The Prescott Unitarian Universalist Fellowship (PUUF) welcomes all people, of any race, ethnicity, age, ability, sexual orientation, or gender identity/expression, to participate fully in our activities, and to apply to use our buildings for PUUF or non-PUUF events. We are a religious organization of people who embrace [shared principles](#) and who hold to a declared [mission and vision](#). We offer the use of our buildings only for events that are compatible with our principles, mission and vision.

Additionally, in deciding whether to approve a facility rental application, we consider the safety of an event and its environmental impact. The Board of the Prescott Unitarian Universalist Fellowship reserves the right to deny any facility rental request. In this way we seek to maintain our integrity, our identity, and the trust of our members and friends and the wider community. We appreciate having our facilities used for purposes that foster a diverse, loving, just and sustainable world.

Insurance and Indemnification

If required, individuals must provide proof of liability insurance from a homeowner's or renter's policy with a minimum of \$300,000. Businesses and organizations must provide a formal Certificate of Insurance showing evidence of General Liability coverage with a minimum limit of \$1,000,000.

Renter shall fully defend, indemnify, and hold harmless PUUF from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any governmental body or agency, rising out of, in any way whatsoever, any actions, omissions, negligence, or willful misconduct on the part of PUUF, its officers, invitees, or volunteers. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to PUUF for all legal fees, expenses, and costs incurred by it.

General Information

Fellowship's maximum capacity is 50.

We do not have a commercial kitchen. Food preparation is not permitted due to Health Department regulations. Heating or refrigeration of previously prepared food is acceptable. Tableware is not provided, nor available. Alcohol use must be discussed in advance and permits must be acquired by renter in accordance with law. An additional deposit is required for food, beverages, and/or alcohol.

When emailing us about a rental, please fill out the "[Request For Facility Rental](#)" and include it with your email.

PUUF is a non-smoking facility. PUUF is a firearms-free facility.

Prescott Unitarian Universalist Fellowship Rental Fee Schedule

General Rental Fees

Time Period	PUUF/GPUUC Member or Friend	Private individuals or 501c3 organizations	Businesses
½ Day	\$45	\$90	\$120
Full Day	\$80	\$160	\$200

Refundable Deposit Fees

General Rental	\$100
With Food and/or Non-Alcoholic Beverages	\$200
With Food and/or Alcoholic Beverages	\$300

Audio/Visual Fees (Fellowship Sanctuary Only)

Equipment and technician	\$25 per hour
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Rental space includes the Vestibule, Sanctuary, Library, Kitchen, Restrooms, Patio and Parking Lot. Wi-Fi available upon request.

The amounts shown are for usage of the facility as described and do not include any other support such as promotion, labor, food preparation, after event cleaning, etc.

Fees may be reduced in certain circumstances with prior approval.

Certificate of Insurance may be required.

The facility must be returned to the state found—clean and items returned to original locations. Please remove all trash when leaving, as there is no trash service at our facility. Leaving trash or trash bags will affect the return of your deposit.

Prescott Unitarian Universalist Fellowship
Request for Facility Rental

Organization or Individual Name(s)	
Contact Person	
Mailing Address	
Contact Telephone	
Contact Email	
Purpose of Usage	
Requested Usage Date/Time	
Expected Attendance	

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Additional Conditions:

This is an alarm-secured building; opening and closing by PUUF personnel is required. Building may be opened no earlier than 8 am and must be closed (everyone out) no later than 9 pm.

Renter agrees to defend, indemnify, and hold harmless PUUF in any action arising from the activities of renters and participants.

Report any damage or unusual circumstances to the PUUF representative immediately. All damages are the responsibility of the rental applicant. Any cleaning/security deposit will be returned within two weeks less any deductions.

I have read, understand, and agree to the conditions for rental of the PUUF facilities as specified in this document and will be responsible for complying with these conditions.

Organization: _____

Signature: _____ Date Signed: _____

Title: _____

Complete and sign this application; email to pfacil@puuf.net or mail to PUUF , P.O. Box 11685, Prescott, 86304. PUUF's representative will contact you to discuss the rental and fees.

Have additional questions? Need a faster response? Please call (928) 778-6672.

===== For PUUF Representative Use =====

Facility Rental Confirmation

This confirms receipt of your application for PUUF Rental. Your reservation for rental will be confirmed upon receipt of the following items and this form will be sent back to you:

Rental Fee	
Audio/Video Fee	
SUBTOTAL	
Refundable Security/Cleaning Deposit	
TOTAL	

Certificate of Insurance Required: _____ Copy Received: _____

Alcohol Permit Required: _____ Copy Received: _____

Your PUUF Representative should be contacted with any questions or considerations:

PUUF Representative	
PUUF Representative Email	
PUUF Representative Phone	

Funds Received: Amount _____ Check # _____ Date: _____