

Lake Fellowship of Unitarian Universalists (LFUU) facilities are available for rental for weddings, meetings, and other events by the public (e.g. non-members).

Usage requests/rental reservations

1. Requests for the use of Lake Fellowship facilities must be coordinated with the LFUU Board Chair, or its designee, and recorded on the LFUU Building Use Calendar via the form below. Please note that LFUU currently has a group with a standing building reservation on Thursday evenings from 3pm to Midnight and the building is not available for rental after 12pm noon on Thursdays.
2. LFUU members may normally use the facility for no charge. Any building usage must be coordinated with the Board Chair or its designee, who may require board authorization. The board may decide to charge a fee for commercial use by LFUU members, and the board retains the right to deny rental to any party at its sole discretion for any reason.

Fees

3. For groups smaller than 30 people, the rental fees for the use of the building are done at a half-day rate (4-5 hours) for \$175.00, a full-day rate (6-10 hours) for \$350.00, or a multi-day rate which will be negotiated at the standard rates less a discount. Please note these additional requirements for rental:
 - a. A down payment of 25% of the rental fee is required to hold your reservation, and a refundable damage deposit in an amount equal to ½ of the expected rental fee will be required at the time of reservation.
 - b. Final payment of the balance of your rental fee should be received by Lake Fellowship at least 7 days before your scheduled rental.
 - c. The damage deposit (less a \$25.00 non-refundable cleaning fee) will be fully refunded provide there is no damage, loss or excessive cleaning required to the building or equipment after your rental.
 - d. Both your damage deposit and your rental deposit will be fully refunded in the case that you cancel your reservation via email prior to 7 days before your scheduled event.
 - e. The LFUU Board may require the presence of a LFUU representative during the rental period. The building user may be charged for this presence at an hourly rate of \$25/hour.
 - f. If building user requires/desires use of the audio/visual system, or TV/VCR equipment, an LFUU representative will explain and demo how to use it in advance of your rental. If on-site assistance is needed, the charge is \$25/hour with a 1-hour minimum (this fee does not apply to Fellowship members).
4. For groups larger than 30 people, rental, usage and cleaning fees will be negotiated on a case-by-case basis. Please complete the rental application with as much detail as possible and the building usage coordinator will be in touch with you regarding availability and pricing.

Other stipulations

5. LFUU commits that the building will be clean and in working order at the start of the rental period.
6. A short questionnaire for insurance purpose may be required and separate insurance coverage may need to be provided by the renting individual / organization
7. The user must indicate the conditions under which any alcohol will be served. Alcohol can be provided in accordance with State Laws, but not sold, nor can alcohol service be the primary function of the rental event due to insurance limitations. LFUU may require the user to provide and pay for appropriate security in these circumstances.
8. Eating/drinking is not allowed on or around the pianos. Please remember that pianos are musical instruments and are not to be used as drink/food stands. Please instruct your guests accordingly prior to your event.
9. The loft and the stairs leading to the loft in the building are off limits and cannot be used.
10. No pets are allowed in the facility at any time but are allowed on the grounds; owners are responsible for cleaning up all pet waste.

11. People/organizations that use LFUU facilities must leave things as they are found, which includes, cleaning every area used, and removing all trash, debris, decorations, and litter from the premises. Chairs and tables may be used and moved, but they must be returned to their original position after the event. Please remember to turn off all lights and lock all doors prior to leaving the building.
12. Smoking and vaping are not allowed anywhere in the building but is allowed on the grounds; owners are responsible for cleaning up all tobacco related items, and the Fellowship does NOT provide ashtrays either indoors or outside.
13. Glitter is not allowed on the premises.
14. In the case of a multi-day rental, no one may be inside the building between 12am and 6am.
15. The user is liable for any damages incurred during time of rental.