

Lake Fellowship of Unitarian Universalists (LFUU)

Facilities Rental Agreement

Effective 5/01/2026

To be completed by LFUU and signed by both parties, aka Owner and Renter.

Owner Lake Fellowship of Unitarian Universalists
24575 Glen Road, Shorewood, MN 55331
(952) 474-8064

Renter Name _____
Organization (if any) _____
Address _____
Email _____
Phone (____) ____ - _____

Event Type to be hosted: _____
Estimated attendance: _____
Start date: ____/____/____ Start time: ____:____ am/pm
End date: ____/____/____ End time: ____:____ am/pm
____ Repeats (check one): ☐ weekly ☐ monthly ☐ yearly

Fees Rental fee \$ _____
(If event runs long, rate for each additional hour is \$ _____)
Plus, additional fees for on-site support during event
☐ Audio/Visual \$ _____
☐ Other Assistance (Details) _____ \$ _____

Estimated total rental fee (If repeating event, per event.): \$ _____

Payment Estimated total to be paid in full upon the submission of this agreement.

Renter must submit valid credit card details with agreement (see final page). Card details will be held securely by LFUU and charged in the event of additional charges due to event running long, unplanned assistance needed during event, and/or property not being returned in proper condition at the end of the rental period.

Credit card details will be destroyed after rental period, and all applicable charges are settled.

Renter may request a refund in writing in the event of cancellation. There will be a \$50 fee to process the refund.

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INSURANCE The Renter is (check one):

- ☐ - **Required to Obtain Insurance.** Coverage must be obtained through LFUU's insurer. The contact information is available upon request.
- ☐ - **Not Required to Obtain Insurance.** The Renter shall be solely responsible for any bodily injury, property damage, or any other actions that may occur at the Venue during the Rental Period.

ADDITIONAL TERMS

The renter agrees to review and abide by the **Lake Fellowship of Unitarian Universalists Facilities Usage Policy**, available on our website at <https://lakefellowship.org/building-usage>, and share it with all organizers of the event.

RIGHT TO CANCEL The Owner reserves the right to cancel this Agreement in case of:

- a.) Failure to Comply. The Renter fails to comply with any term of this Agreement or if the Owner determines that the Renter's use of the Venue poses an unacceptable risk of damage or harm.
- b.) Natural Disasters. If the Owner is unable to make the Venue available for any reason outside of their control, including, but not limited to, damage to the Venue, local emergencies, acts of God, or any other types of natural disasters, this Agreement shall be canceled by the Owner. In such an event, the Owner agrees to refund the Renter any amounts already paid.

HOLD HARMLESS The Renter shall be liable for any physical damage to the Venue, legal actions, and/or loss of reputation that the Owner may incur as a consequence of the actions by the Renter or any of the Renter's guests or attendees during the Rental Period. The Renter agrees to indemnify and hold harmless the Owner against any and all legal actions which may arise from the Renter's use of the Venue. If technology or an appliance within the building is found to be not working, the Renter has the right to cancel the agreement at no charge; if the event is held as scheduled, the Renter shall not be entitled to a refund or any other remedy.

SEVERABILITY This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court administers that any such provision or section is invalid or unenforceable; thus, limiting the effect of another provision or section. In such cases, the affected provision or section shall be enforced as so limited.

GOVERNING LAW This Agreement shall be governed under the laws in the State of Minnesota.

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DISPUTE RESOLUTION Should any dispute arise between the Parties regarding the interpretation, rights, duties, or liabilities under this Agreement, both Parties agree to engage in good faith negotiations to resolve the dispute for a period of no less than thirty (30) days before initiating any legal proceedings. If the dispute cannot be resolved through direct negotiation, both Parties agree to seek resolution of the dispute through a neutral, mutually agreed-upon mediator, before resorting to arbitration or litigation. The Parties agree to share equally in the costs of the mediation process. If mediation is unsuccessful, both Parties agree to submit the dispute to binding arbitration under the rules of a mutually agreed-upon arbitration service. The arbitration shall occur in the same jurisdiction as the Venue. The arbitrator's decision shall be final and legally binding, and judgment may be entered thereon. Each Party will bear its own costs and fees associated with the arbitration. In the event of litigation relating to this Agreement, each Party will bear its own attorney's fees and costs.

ENTIRE AGREEMENT This Agreement, along with the ***Lake Fellowship of Unitarian Universalists Facilities Usage Policy***, any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Renter and Owner.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement. Each individual signing below on behalf of a Party hereby represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this Agreement on behalf of said Party.

Renter's Signature: _____

Date: ____/____/____

Print Name: _____

Owner's Signature: _____

Trustee or Designated Representative of LFUU Board

Date: ____/____/____

Print Name: _____

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This page of the document is for recording credit card information and will be destroyed when rental agreement is completed.

Credit card details

**DO NOT ENTER THESE DETAILS ELECTRONICALLY.
ONLY HAND WRITE DETAILS IN THIS SECTION TO
SAFEGUARD INFORMATION**

Rental date: ____/____/____

Rental group: _____

Card Type: Mastercard / Visa / American Express / Discover / Other

Name on Card: _____

Card Number: _____

Expiration Date: ____/____

Security code: _____